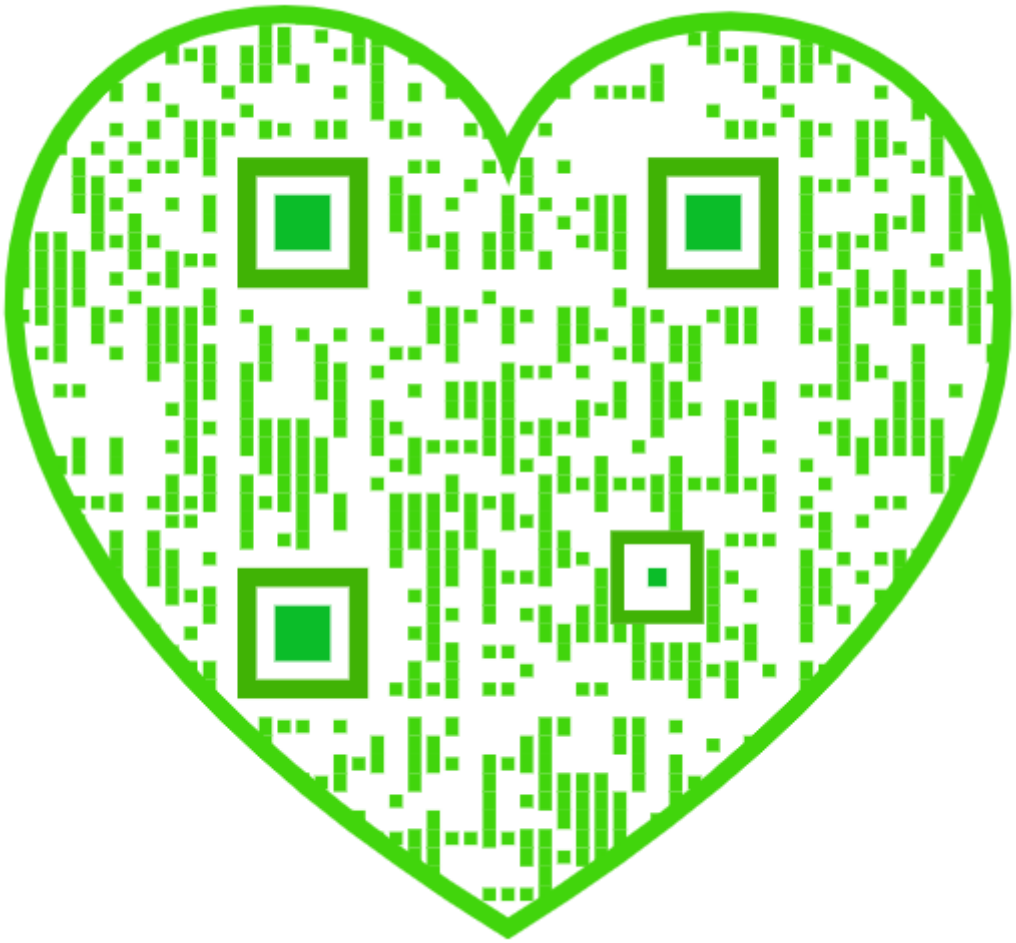

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WORD AND SENTENCE DRILLS FOR GREGG SHORTHAND

BY

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PREFACE

THE chief purpose of *Word and Sentence Drills* is to provide constructive work on the various principles for students of Gregg Shorthand. This work is presented, first, in the form of words which can be written under given principles, taken up progressively to correspond with the lessons of the *Gergg Shorthand Manual*. The lists of words in each lesson are followed by a series of graded sentences involving words that must be constructed from principles, wordsigns, and phrase forms. The book is designed to supplement the *Manual* by furnishing sufficient drill on each principle to give the student skill not only in the application of the rule, but in the handling of a comprehensive vocabulary that will be of great value to him when dictation on new matter is encountered.

The book has been arranged carefully for easy reference. Each list is introduced by a reference to the paragraph number of the *Manual* in which the principle is presented, followed by a summary of the rule or principle, so that the teacher can make selections for assignment or practice without confusion or loss of time. It is also arranged so that teachers may make assignments from the lists or sentences in convenient units to meet varying conditions.

In selecting the word lists in *Word and Sentence Drills*, first consideration was given to their value in *developing word-building power*, but at the same time their importance as a contribution to the student's permanent, useful working vocabulary was a factor that received careful thought. As a result, the lists of words and sentences will be found to be of great utility in laying the foundation for early dictation.

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HOW TO USE WORD AND SENTENCE DRILLS

To the Teacher: It is suggested that the words and sentences be assigned in convenient units for home or class work, to follow the study and practice of a corresponding section of the shorthand *Manual.* For example, after developing the rule for joining circles inside of curves, the list of words coming under this principle may be utilized with great advantage — first, in testing the students' knowledge of the principle, and, second, in furnishing execution and dictation drills after corrections of the shorthand forms have been made. The correct outlines for the words may be placed on the blackboard, and corrections made by the students, or papers may be exchanged and corrected by other students — or any other method that is deemed best may be followed. As the book contains an abundance of material — probably more than can be used with any one group — it will be necessary to arrange assignments to conform to conditions.

To the Student: The ability to write words from principle — that is, by applying the rules of the system promptly and correctly to any word encountered — is the surest road to shorthand skill. There is no substitute for this ability. *Word and Sentence Drills* provides material to assist you in developing that ability. The drills are supplementary to the *Manual,* and should be used only after you have studied and practiced the corresponding sections in the *Manual.*

Before writing any list of words refer to the *Manual* and review the rule or rules covering the particular list of words you are to write. This is to refresh your memory of the application of the rule. One of the chief sources of errors on the part of students is due to insufficient preparation on theory. The *Manual* illustrates every principle clearly and definitely. If you study these intelligently, you will make but few mistakes — and these ought to occur only when the question of individual judgment arises.

When you feel confident that you have a thorough understanding of the rule or rules, close your *Manual* and write the words in the list, applying the principles as correctly as possible. In doing this, reason out each outline. Go over it element by element to check it for errors. If you find an error, rewrite the word carefully. Try to use your judgment.

After writing your assignment, do not rewrite or practice the words until they have been checked and the correct outlines furnished by your teacher. The sentence drills, after correction, should be written from dictation until high speed in writing is acquired.

WORD AND SENTENCE DRILLS FOR GREGG SHORTHAND

FIRST LESSON

(The page and paragraph numbers cited refer throughout to the *Gregg Shorthand Manual.*)

1. Page 3, paragraph 6. Circles joined to consonants:

(a) Inside of curves:

eke	Erie	alley	key	hag	array
ache	hear	eel	gay	hackle	eagle
egg	Harry	earl	allay	heal	ill
ear	ale	era	hack	ray	hill

(b) Inside of curves when a curve and a straight line (or the reverse) join without an angle:

rat	lad	read	raid	take	deck
rate	lead	red	arrayed	tick	dig
late	led	arid	tack	attic	decay

(c) Outside of angles between two straight lines that form an angle:

team	deem	net	meat	met	Ned
tame	den	knit	made	mate	neat
dim	dean	need	mat	mid	tin

(d) Outside of angles between two curves that form an angle:

rare	rally	realm	lily	keg	gag
rear	relay	trail	kick	cake	gig
reel	rail	leer	lair	glare	grill

(e) Outside of angles between a curve and a straight line (or the reverse) where an angle is formed:

gain	cane	lean	cattle	knell	knack
gate	Kate	lame	tarry	kneel	neck
keen	kit	limb	limit	mill	make
kettle	wren	agate	arraign	dale	mark
came	rain	akin	nail	nag	meal

2. Page 3, paragraph 7. As the hands of a clock move, before or after straight lines, or between two straight lines in the same direction:

(a) Before:

aim	hit	had	ate	eat	hen
aid	ham	hid	hate	heat	hymn
hat	him	head	add	hatred	heed

(b) After:

may	day	Nettie	neigh	treaty	rainy
me	tea	creamy	lady	greedy	giddy
knee	Kitty	needy	ready	gritty	caddy

(c) Between:

mean	deed	daddy	enemy	Teddy	Nan
maim	mamma	tattle	linen	main	inane

(d) Before and after:

Emma	henna	Hattie	eighty	Amy	heyday
eddy	Hannah	Ada	Hettie	Anna	Etta

3. Page 3, paragraph 8. Turned on the back of the first curve between two reverse curves:

kill	gale	rake	rag	lack	lick
keel	galley	drake	trick	lake	leaky
kale	Gary	wreak	crack	lag	league
gill	gear	drag	creek	lackey	leg

GENERAL EXERCISE

addle	arena	hatred	clean	camera	clad
acme	acrid	hamlet	clam	clinic	cremate
amity	arcade	crane	crate	cackle	caddy
allayed	arrear	creed	cram	claret	cradle
attic	hackney	cream	canny	clammy	caked
cricket	dream	earache	greed	marine	lyric
kettle	dread	enigma	glee	malady	narrate
kilt	dreary	etiquette	Greek	marked	natty
kiln	drain	gala	giggle	Malay	gnarl
dairy	drake	giddy	garret	mallet	Nellie
dallied	helm	gleam	guinea	millet	naked
derrick	helmet	heady	inhale	meddle	nick
decree	harem	grim	ladle	middy	rainy
drama	Helen	granite	limb	mêlee	riddle
drill	headache	greet	legatee	melt	realm

SENTENCE DRILLS

1. The lame marine will read the tale in the arena.
2. The greedy lad ate the cream cake in the attic.
3. The deacon would not take the rickety hack at the mill.
4. May Harry take the camera in the train?
5. The lad hit the gray cat in the leg.
6. The crack in the rail wrecked the train at Gary.
7. Henry would not get the hat in the creek.
8. The enemy may raid the train in the dark at the hamlet.

9. Ellen met Harry at the late Erie train.
10. The lady made the lamb go in the lane.
11. The team may drill in the alley.
12. Ray had a good meal at the grill.
13. The creek will drain the lake.
14. The caddy would not read the tale.
15. The eagle will kill the wren.
16. The ragged lad will get clean linen.
17. Kate would not make the tea in the agate kettle.
18. The cat ate the cake in the dairy.
19. The ill lady will need the tea in an hour.
20. Ned will take Edna in the gig.
21. Lay the clean linen in the attic.
22. The team cannot drag the rickety dray in the arena.
23. The wrecked train lay in the creek.
24. He would not eat the cake Millie made.
25. The granite kettle may leak.
26. I will not mark the meal ticket.
27. He will get the hat in the rack.
28. The cat ate the lean meat in the tray.
29. The league team will meet here in an hour.
30. Will Henry go in the dray?
31. Harry will not lead the raid.
32. The Erie train came in an hour late.
33. The merry tale made the ill lad grin.
34. The enemy may gain the hill in the dark.
35. Ray will get the camera in the train.
36. I will meet him at the gate.
37. I am here in the dairy.
38. He will not clean the deck.
39. Can he hit the mark?
40. The grain will need more rain.
41. May the lad take the dray in the alley?
42. The cat would not eat the rare meat.

SECOND LESSON

4. Words illustrating the frequently recurring combinations, *pl, pr, bl, br, fl, fr:*

plea	plead	black	bred	flame	free
play	pray	bleak	brim	fleet	freak
plate	prayer	bleat	brain	flare	fret
plan	prayed	bleed	break	flat	freed
plain	prattle	bled	brick	flag	frame
planet	prim	blame	flee	flake	Fred
plague	prate	bray	flay	fray	frail

5. Second lesson strokes added to first lesson forms:

camp	harp	wrench	ranch	grange	clamp
help	Ralph	clench	range	lamp	cramp

6. Page 3, paragraph 6. Circles joined to consonants:

(a) Inside of curves:

ape	heap	palate	able	bark	heavy
apt	hip	par	beer	birch	Eva
happy	peal	park	berry	if	cave
pay	appeal	perch	bear	half	calf
apple	pale	abbey	bale	heave	café

(b) Inside of curves when a curve and a straight line (or the reverse) join without an angle:

cash	gauge	cherry	shark	shellac	jerk
catch	gash	sherry	sharp	charade	jelly
kitchen	chill	shell	shirk	shelf	giraffe
cage	chilly	Shelley	shirked	jail	jilt

(c) Outside of angles between two straight lines that form an angle:

chin	shame	shady	ditch	jet	midget
chain	sham	sheet	gem	Jeanette	niche
cheat	shade	sheen	gin	mash	gnash
chat	shad	dash	jam	midge	mesh
shin	shed	dish	jade	match	chamois

(d) Outside of angles between two curves that form an angle:

peep	fear	vale	raft	cliff	crib
papa	fell	avail	rave	cleave	trip
baby	fail	valid	brave	rip	flap
fair	film	vague	grave	wrap	back
fairy	fickle	reef	leave	Arab	pick
affair	fig	brief	lava	drape	cape

(e) Outside of angles between a curve and a straight line forming an angle; between a straight line and a curve:

page	crash	ridge	sheep	shave	latch
patch	fresh	bridge	shape	sheaf	leech
beach	lash	bleach	shabby	shack	allege
badge	flash	ledge	chaff	shaggy	cheap
fish	reach	pledge	chief	cheek	chagrin
fetch	preach	chap	shaft	jig	peach
rash	rage	Jap	shift	Java	flesh

7. Page 3, paragraph 7. As the hands of a clock move, before or after straight lines:

ash	each	itch	hatch	edge	hedge
hash	etch	hitch	hatchet	age	achieve
she	ashy	effigy	elegy	flashy	fishy

8. Page 3, paragraph 8. On the back of the first curve between two reverse curves:

beef	baffle	bevy	pave	fib	Phoebe

9. Page 9, paragraph 16. Outside of angles between an oblique curve and a straight line:

pane	pinch	bench	bat	beetle	deaf
pen	beam	bet	abate	bait	daft
panic	balm	bid	bane	taffy	navy

GENERAL EXERCISE

abridged	balmy	ferret	gravy	napkin	shriek
achieved	ballad	Fanny	gape	pallid	shrill
Alfred	clinch	French	hatchet	parish	shaggy
afresh	clinched	frappé	hemp	pledged	shrimp
avenge	clamp	freckle	Harvey	parched	tablet
break	cliff	frayed	giblet	Philip	tramp
bracket	chafe	flail	jacket	prairie	trench
Blanche	chatty	fiddle	jetty	pretty	vein
bread	cripple	frill	Jerry	prelate	vary
bark	cravat	flabby	jerked	planet	veer
bleak	chagrin	graft	leash	wretch	vacate
brigade	felt	grange	maple	shackle	villa

SENTENCE DRILLS

1. The meal will be ready for papa in an hour.
2. Before the rain I would pitch the fresh hay in the shed.
3. The fresh air camp will get help from the parish.
4. He may fish every day but I fear he will not catch any fish in the creek.
5. Please give Ralph the letter about the change in the ferry shift.
6. I believe the affair will be a help for the cripple camp.

7. I shall not need the heavy jacket for it will not rain.
8. The little baby will be happy in the crib.
9. I have the letter in which the appeal for the knave will be made.
10. I shall have him vacate the flat before the heavy beam will break.
11. Jane may have half an apple if she will give the shabby lad a peach.
12. Please let Mr. Fred Park make a change in the letter in which the cheat made a pledge.
13. I shall pay for the ticket at the gate, for the game may not be played in the rain.
14. The brave chief will meet the chaplain from the parish.
15. Please ship the grain which I need for the cattle in the valley.
16. The knave made a brave appeal.
17. I shall read the letter from the chief before I give the key.
18. The train will leave the ferry at every hour in the day.
19. I shall pay for the ticket in cash, for he cannot take a check.
20. The trip which I plan for Mr. Harvey will be brief.
21. The heavy rain will be good for the little peach tree.
22. The cab may shake the bridge, but the heavy beam will not break.
23. The reply given in the letter may be vague, but I believe it will help Mr. Beal.
24. I fear the delay in the train may make him late for the play.
25. He need not fret about the trip, for the train cannot leave the rail.
26. Please wrap the gift for Jeanette in green paper.
27. I believe I shall have a letter in reply from the Jap I represent.
28. Harry Page will cash the check which I gave Jennie for the lad.
29. An aide from a French trench will represent the brigade at the fair.
30. I believe the enemy will pitch the camp in the valley.

WORDSIGN AND PHRASE DRILLS

1. I cannot change the name given in the letter.
2. I shall teach every form before I give a letter.
3. He shall go in about an hour, but he will not go in our ship.
4. Can the name be given in the market letter?
5. Would he go in the ship in which I am bound?
6. Every letter given in the reply will represent a name.
7. I believe it will not please Mr. Bennett if I give a check for the form.
8. I cannot let the ship go before I put in a reply in which I shall give every change in the market.

THIRD LESSON

10. Page 14, paragraph 19. The O-hook:

(a) The short sound of *o*, as in *hot, fob:*

lot	shod	rob	prop	rock	mock
cot	clod	fob	mop	rocky	lodge
plot	hod	lobby	dog	knock	notch
pot	cod	knob	fog	block	blotch
oft	mob	job	frog	dock	off
trot	shoddy	flop	flog	lock	doff
lofty	pod	hop	hog	flock	coffee
knotty	plod	shop	hockey	shock	poplin

(b) The sound of *aw*, as in *law, haughty:*

law	raw	wrought	Maud	awed	chalk
gnaw	Shaw	bought	broad	gaudy	cough
claw	ought	brought	abroad	applaud	maudlin
paw	taught	naught	fraud	hawk	draw
jaw	caught	haughty	laud	talk	fraught

(c) The sound of *o*, as in *low, home:*

ode	glow	elbow	afloat	hope	globe
load	shallow	billow	gloat	dope	roach
goad	tallow	narrow	bloat	mope	choke
code	fellow	hero	wrote	elope	coke
low	mellow	veto	dote	drove	oak
hoe	bellow	goat	note	clove	poke
row	toe	boat	moat	grove	echo
crow	meadow	coat	pope	cove	vogue
arrow	shadow	float	lope	robe	croquet

11. Page 16, paragraph 20:

(a) Before *n*, *m*, not preceded by a downstroke:

on	loan	prone	crony	launch	omit
tonic	alone	drone	known	drawn	Nome
own	moan	blown	brawn	brawny	roam
cone	flown	tone	dawn	tawny	aroma
hone	groan	atone	lawn	home	comb

(b) Before *n*, *m*, preceded by a downstroke:

pawn	pony	fawn	John	bone	bonnet
pomp	foam	shone	pongee	bony	bomb

(c) Before *r*, *l*:

or	core	ignore	holly	coal	goal
roar	door	Nora	hollow	college	gall
lore	dory	Cora	roll	knoll	tall
tore	adore	hole	droll	maul	doll
nor	Laura	hall	collie	mole	Gaul
orb	olive	floor	golf	gory	Rollo

(d) Before *r*, *l*, preceded by a downstroke:

pall	polish	Apollo	bore	shawl	foal
appall	bowl	Paul	borrow	shoal	folly
pole	ball	pore	shore	jolly	volley
polo	bolt	pork	ashore	jolt	porridge

GENERAL EXERCISE

abhor	Cato	gorge	kodak	mocked	rollick
bottle	colt	halo	mauve	oatmeal	frolic
brocade	chronic	hemlock	Moca	Plato	shoddy
colic	chromo	horrid	mellow	rainbow	tallow
coddle	gorilla	hotel	mobbed	rocket	toga
cajole	grotto	whole	motto	romp	trophy

SENTENCE DRILLS

1. John will make a friendly call at our home on behalf of the parish.
2. I regard him a good judge of a real gem.
3. I cannot read the name on the check drawn in our favor.
4. The hero told the company of the brave attack made on the enemy.
5. The launch will not float far from the shore, for a rope will keep it in check.
6. I cannot ignore the knock at the door, for a friend may call any day.
7. Paul caught a frog on a rock on the edge of the lake.
8. If the ball team will not obey the coach, it will fail in the game.
9. Let the company shadow the rogue, for he may pawn the gem.
10. The rogue will dodge the law if he can.
11. Mr. Jolly will not talk about the trip on the launch.
12. If he will take the narrow road, he will reach home before the rain.
13. The oak tree not far from our home will shade the bench.
14. The collie dog will be at the show in the arena.
15. The red chalk fell on the parquet floor.
16. If he will let me row the boat, I will not rock it.
17. The ball team from Moline will play a game abroad.
18. I will take a loaf of bread from the shelf in the kitchen.
19. I fear the check will not be valid if it be drawn in our favor.
20. The plot may be good, but I fear the play will fail.
21. I cannot read the name on the door from afar.
22. I shall follow the motto of a friend.
23. A tall lad clad in a ragged coat wrote the company for a job.
24. He will make a public appeal in behalf of the fresh air camp.
25. Mr. Cole will be glad if I teach him the game of polo.
26. The little colt made a bolt for the grove.

27. The Gaul shot an arrow at the fleet goat.
28. The deed of which I wrote will be made public after I arraign the knave before the judge.
29. The brawny fellow made a botch of the whole affair.
30. He may play a game of croquet on our lawn.
31. Please take more care of the boat on which the company will go.
32. The home team will have a game of ball on our lawn, for the law will not let the game go on in the park.
33. I am in favor of a public coal company for the needy.
34. I will catch the Erie train if I can get a ferryboat before dawn.
35. I cannot publish the tale he told of the attack on the enemy, for it may not be real.

WORDSIGN AND PHRASE DRILLS

1. I regard the judge the most friendly of all.
2. Every name in the letter will represent a public body.
3. The ship on which I will go will be in care of a friend.
4. I cannot publish the name of the ship before an hour.
5. He will not give the name on the check, for I believe it cannot be real.
6. I shall be glad if I can give a little on behalf of the public.
7. He will follow every form given in the letter from the judge.
8. A change will be good for all the public.
9. I am told the company made the check in our favor.
10. May he call on our friend in about an hour?
11. A market not far from here will please all the public.
12. Please keep a check on every form I teach.
13. I told the company I would not represent any public body.
14. Will he let me follow the company in a little boat not far from the ship on which the public will be?
15. I would be glad if he put every real form I teach in a letter.
16. Have a care of every change in the market, for I believe it will be in our favor.

FOURTH LESSON

12. Page 19, paragraph 21. The OO–hook:

(a) The short sound of *u*, as in *hum*, *rug:*

hut	hunch	gush	pup	furry	shove
hug	honey	rut	puddle	flood	shuttle
hush	up	ruddy	pluck	tug	scuttle
hull	oven	rough	bud	tuck	shrug
hub	cud	lug	bucket	tough	chuck
huff	cup	luck	buffet	duck	chuckle
huddle	cut	lucky	bluff	dug	chubby
hump	cub	purr	budge	dull	jut
hum	cuff	putty	fudge	shut	jug

(b) The sound of *oo*, as in *took*, *foot:*

hood	cooky	bull	to	pullet	crooked
hook	foot	bully	pull	rook	shook
cook	football	took	pulley	crook	bullet

(c) The sound of *oo*, as in *doom*, *fool:*

who	loop	groove	boor	flute	shoe
whom	coop	groom	boot	do	chew
hoot	coon	glue	booty	doom	chewed
prune	lagoon	pool	brute	droop	tattoo
route	coo	poodle	bouquet	too	bamboo
loom	cuckoo	plume	fool	toot	Hebrew
lure	raccoon	boom	food	tomb	shampoo
loot	crude	boon	fruit	shoot	gloomy

13. Page 20, paragraph 22:

(a) After *n*:

nun	nudge	null	nugget	noon	noodle
nut	numb	annul	knuckle	nook	canoe

(b) After *m*:

mug	muddy	muff	mull	mum	moor
mud	muddle	muffle	mullet	mummy	moor

(c) After *k*:

cool	cur	curry	cull	curried	coolie

(d) After *g*:

gull	gully	gullet	ghoul	ghurry	Gurney

14. Page 21, paragraph 23. *W* expressed by the oo-hook:

wa	wag	waft	wait	waif	wake	wary
	wagon	wane	wade	wave	wage	waylaid
we	wit	Winnie	wicket	witch	wench	weed
	witty	wick	widow	wed	web	weep
	win	wicked	willow	wedge	we	weave
wo	wash	watch	wallet	wall	walnut	wove
	washed	wallow	waffle	walk	wan	woke
woo	wool	wooly	wolf	wolfish	woof	woody

15. Page 21, paragraph 24. *W* in the body of a word expressed by a horizontal dash:

tweak	quick	quill	quarrel	gateway	hallway
tweed	quit	quack	queen	doorway	Norway
twain	equity	quaff	quench	roadway	Broadway
Edwin	acquit	quarry	queer	midway	Ridgeway

16. Page 22, paragraph 25. *A* expressed by a dot:

ahead	aha	away	awake	await	awoke

17. Page 22, paragraph 26. Words beginning with *wh:*

whit	whim	whiff	whack	wheelbarrow	wheelock
whip	whittle	whig	whit	wheat	whoop
whiplash	whiffle	whinny	wheedle	whale	whir

18. Page 22, paragraph 27. *Y* represented by a circle:

yacht	yawn	yore	yoke	yawl	yon

19. Page 22, paragraph 28. *Yi, ye, ya:*

ye	year	yell	yellow	yap	Yale
yea	yelp	yet	yen	Yiddish	yam

SENTENCE DRILLS

1. I told the company to watch, for the enemy may make an attack from the rear.
2. We shall not take a walk on Broadway, for you cannot make much headway at noon.
3. We shall have to wait for a day when we can get away from our work before the noon hour.
4. The little tot wept when it could not get a cake.
5. We have a cuckoo clock which we shall have to move to your shop.
6. We should have told you about the affair before the letter reached you.
7. The ruddy chap to whom we gave the puppy will call in a week.
8. An affair to help the fresh air camp will surely boom the hotel.
9. Can you hear the pretty little dove coo in the willow tree not far from our doorway?
10. He took a trip to Norway in a launch.
11. If you let the team tug at the load, it will surely pull it up the hill.
12. The crane was very heavy, for the wheel of the pulley broke before the tackle reached very far.

13. The fellow who can win a croquet game on our lawn will surely be lucky.

14. The plucky marine had a tattoo mark on one foot, yet no one would believe it real.

15. The whole brigade will take a quick walk far away beyond our home.

16. Our camp will be fully equipped before we get back.

17. Edwin will help you move the heavy load of wheat from the mill to the train not far away.

18. If you will get a rope, we can surely reach him, for he cannot float very well.

19. Mark Twain wrote a book about the trip, which will please most of the public.

20. What route would you take to go from Aurora to Moline?

21. The yellow bud which the lad plucked will look well in the green bowl on the floor.

22. Your friend, the judge, may take a trip on the yacht if he will let me know before noon.

23. You may have a ticket, too, if you call me up at the hotel.

24. The football game will be played in the Yale bowl, but I am told the Yale team will not win.

25. If I go, I shall surely yell for the team.

26. Mr. Wade will wait for you at the noon train if you will be ready when I call.

27. If John will hurry to the dock for the lot, I will cook all the fish you can catch in the brook.

28. Winnie will weave the wool rug on the loom.

29. The heavy fall of rain will be good for the wheat in the meadow.

30. Please shut the oven door in the kitchen or the bread will not bake well.

31. What will you have, John?

32. Will you eat a muffin or a waffle?

33. The judge will look after the will in favor of the widow.

34. Please keep mum about the change in the wheat market or it will become a bull market.

35. If you have not given your name to the chief, I fear it will be too late, for he will leave before dawn.

36. We have not made the letter public nor shall we give it to the paper before noon.

37. If you are not ready to go, I cannot wait for you, for the train will surely leave at one.

38. Can you read the name on the check drawn in favor of the Yiddish paper?

39. Paul hit the yellow cur a whack on the head.

40. The dog gave a yelp of pain at the blow.

41. It ran up the roadway in a hurry.

42. I fear we shall have to shoot it or it will go mad.

43. On our way we met Maud Shaw in a rickety buggy.

44. If you cannot go to the opera, I shall have to go alone.

45. Please give me back the ticket I bought for you.

46. Mr. Webb can play the flute well, but John can yodel.

47. The weary tramp took the food to the hut, where he put it away for a rainy day.

48. I know you owe him for the wheelbarrow, for he wrote me a letter about it.

49. Elnora will pay for a load of coal or a bale of hay for the needy widow.

50. Willie Wolf will have to chop the wood before he can load it on the wagon.

51. Little Willie had a wallet which the Queen of Norway gave him.

52. John will mow the lawn for you if you can wait for it.

WORDSIGN AND PHRASE DRILLS

1. What will you do in regard to the letter I told you about?

2. Do you believe the judge would be in public favor if he should publish the letter given to a friend?

3. I have not much regard for one who will not follow the form I give when I teach.

4. Were you aware of the reply which I gave in the letter?

5. We shall be glad if you will call any hour you can in regard to the above letter.

6. It will please you if you give more care to the form you have in your work.

7. Where can the company move that it can follow fully the change in every market?

8. Most of the work which I teach will be in your book.

9. Look for every change in the work, for if you will follow it, you will be glad.

10. I shall have a reply to your letter in regard to the fall market in about one week.

11. The bound book in which will be most of the work will be given to the one who will work for it.

12. We have not any letter from you in regard to a market for the public.

13. You will do the company a great favor if you will look about for a market to which it can move.

14. When you are about to move, a public friend will call on you to give you a letter from the judge.

15. Please publish the full change given to you in our letter of a week ago.

16. What will you have, friend? Yes, I shall be glad if you will let me have the name of the book you bound.

17. You should have told the judge what most of the public would look for in regard to the market.

18. You should have a regard for every friend you have.

19. Your friend, the judge, will give a reply in your favor, I believe. If not, we can go on the ship in a week.

20. Before you put the above reply from the judge in bound form, please give a copy of what you have to the public.

21. It will not be too much to move the body of your friend to the ship on which you will go.

22. We look for a great change should the company favor our work.

23. It will be a real favor if you will look at the book before we publish it.

24. A letter will follow in which will be given every change in the market.

REVIEW DRILL ON HOOK AND CIRCLE VOWELS

hot	cuff	tag	brook	boot	null
hut	cough	tug	broke	bought	knoll
hat	gash	tuck	bull	brute	mud
hug	gush	tack	ball	brought	Maud
hog	rot	duck	bale	flood	mock
hag	rut	dock	talk	flute	muck
hush	rob	dog	took	gloat	moon
hash	rub	dug	pull	do	moan
whole	lug	dull	pall	dough	moot
hull	lag	doll	shock	dope	moat
huddle	lock	doom	shook	dupe	cool
hotel	luck	dome	loom	droop	coal
home	purr	shot	loam	drip	cull
hum	pore	shut	lot	tot	gall
ham	pope	shoot	loot	toot	gull
up	pup	jot	lop	mood	gully
hope	puddle	jut	loop	mode	galley
cod	poodle	jog	pool	show	goal
cud	bag	jug	pole	shoe	ghoul
cup	bug	hod	boom	nun	note
cop	budge	hood	bomb	noon	nut
cob	badge	hock	bone	Nome	wool
cub	botch	hook	boon	numb	wall

FIFTH LESSON

20. Page 26, paragraph 30. *S* and *th* joined to curves:

spray	trespass	sick	keys	trace	sledge
spree	base	scab	squeal	grasp	slow
spread	abase	scare	square	mercy	slash
sprain	bees	cask	squeak	rose	slave
spare	based	cast	sag	rosy	lace
spade	Arabs	casket	guess	cozy	place
spear	abyss	chasm	guest	borrows	lease
sparrow	sphere	castle	gas	phrase	police
split	safe	skid	tags	oars	least
splash	safety	skiff	dogs	furrows	palace
asp	face	scope	kegs	bazaar	ails
wasp	efface	scrape	legs	sell	alas
sip	preface	scrip	gags	seals	Alice
pays	puffs	screen	figs	silly	atlas
pass	cuffs	scream	mugs	sales	applause
paste	muffs	scratch	rags	salad	glossy
appeased	trophies	score	lags	assail	docile
reaps	chiefs	subtle	serene	celery	flasks
leaps	vest	peaks	race	silks	clasp
weeps	paves	cheeks	crase	sallow	whales
elapse	skate	cakes	terrace	wrestle	nose
collapse	scale	rakes	peers	slay	moss
eclipse	scaly	awakes	fares	slap	loss
wisp	skin	bricks	ignores	sleepy	blows
gossip	sickle	makes	risk	asleep	morose

When *sw* is followed by *t*, *d*, *n*, or *m*, the *w* is expressed by a hook.

Hook *w:* sweet, swim, swain, Swede

Dash *w;* Switch, sweep, swear, swell, swallow

21. Page 27, paragraph 31. *S* joined to straight strokes:

stay	vestry	seats	snow	senate	mass
stab	set	grates	snakes	smack	mask
staff	seat	suits	snails	smash	amass
stave	offset	shoots	snatch	smoke	fence
stall	city	eats	snows	smells	vans
stow	settle	adds	sniffs	palms	beams
stuffy	sit	odds	snaps	calms	fawns
store	said	rods	snug	lambs	leans
steel	sad	needs	snub	same	hymns
strut	Sidney	hostess	snob	psalm	aims
stress	sedate	taste	snuff	plans	chains
stretch	seedy	desks	scene	glance	fancies
stray	nets	days	sane	knows	pansies
straps	notes	snap	scenic	evince	France

22. Page 27, paragraph 32. *S* joined to *sh*, *ch*, *j*:

sash	gashes	latches	sage	pages	ledges
sashes	chess	matches	sages	badges	wedges
ashes	cheese	pitches	ages	dodges	hedges
lashes	chase	riches	wages	midges	sieges
seashore	catches	witches	bridges	lodges	Jessie

23. Page 27, paragraph 33. Words consisting of *s* or *th*, or both, and a circle vowel:

as	hiss	easy	assay	thee	these
ace	see	say	hath	sees	Seth
has	ease	essay	heath	essays	thistle

24. Page 27, paragraph 34:

(a) *Th* joined clockwise:

thick	thieves	ethics	doth	booth	smooth
thicket	theme	Athens	teeth	Beth	myth

thief	thatch	Nathan	tooth	faith	naphtha
theft	thin	Edith	path	sheath	kith
thievish	thud	death	bath	smith	sleuth

(b) *Th* joined to *o, r, l:*

though	threat	thrash	berth	athlete	cloth
thought	thread	through	hearth	wealth	loath
thaw	throb	thrall	Martha	stealth	growth
throw	throttle	thrift	wreath	health	sloth
throat	thrill	earth	wrath	oath	froth
thrown	thrust	mirth	wrathy	moth	Goths

25. Page 28, paragraph 35. Words beginning with *so:*

so	sore	sorrows	solo	soggy	soften
sop	sorry	soul	solve	sod	saw
sob	sorrow	solid	solemn	soda	sauce
soap	sorrel	solace	soak	sonnet	saucy

26. Page 28, paragraph 36. The combination *us:*

No angle:

us	Rufus	puss	issues	vicious	gust
hustle	buss	caboose	choose	grievous	Augusta
husky	bustle	campus	cautious	audacious	goose
fuss	pus	shoes	gracious	focus	gusset

Angle:

muss	musk	tusk	porous	thus	crusts
musty	moose	dusky	jealous	callous	cruise
muscle	noose	dusty	famous	rustle	Crusades

27. Page 28, paragraph 37. Distinctions between *s* and *z*, and the two sounds of *th:*

mass	race	grace	dose	fussy	lacy
maze	raze	graze	doze	fuzzy	lazy

cloth	loath	bath	sooth	lath	saith
clothe	loathe	bathe	soothe	lathe	seethe

28. Page 28, paragraph 38. Expressing *x:*

lax	flax	fox	vex	hoax	suffix
tax	fix	sex	coax	affix	wax

29. Page 29, paragraph 39. The sounds of *ng* and *nk:*

rang	cling	fang	tongs	plank	drank
rank	clink	spring	sting	twinkle	sphinx
sing	wing	sprang	thong	wrinkle	lanky
sink	wink	wrong	throng	mink	cranky
king	bang	gangway	spangle	spank	trinket
kink	bank	string	swing	shrank	Yankee
sling	fling	slang	harangue	blanket	ink
slink	hang	prong	pink	blink	shank

30. Page 29, paragraph 40. Prefixes and suffixes:

con	concave	condone	conclave	conceal	console	concrete
	condole	convey	conceit	convex	concede	convince
com	combat	compass	compress	complex	compeer	compote
coun	county	counsel	counties			
im	impeach	impress	implore	impede	impair	impale
in	invade	increase	infancy	infamous	inflame	inset
en	engrave	enroll	engross	envy	enrich	encase
un	unfit	unsafe	unfair	unlace	unreal	unseal
em	emboss	embrace	embassy	embark	embody	embalm
ex	extol	explode	exhale	exit	exalt	exceed

31. Page 29, paragraph 41:

ing	anything	ringing	publishing	massing	moorings	winnings
thing	everything	saving	keeping	racing	readings	cuttings
ings	being	shipping	judging	spacing	trappings	leavings
	doing	teaching	moving	washing	hangings	bearings
	calling	changing	looking	cashing	airings	combings

checking	going	chasing	waiting	sayings	sweepings
making	falling	risking	etchings	sittings	suitings
singing	favoring	tossing	pleadings	meetings	trimmings

32. Page 30, paragraph 42:

ly	only	solely	calmly	prettily	greedily	totally
ily	rarely	quickly	chiefly	family	craftily	fatally
ally	lowly	thickly	sweetly	readily	easily	brutally
	plainly	ugly	briskly	luckily	sleepily	Italy

33. Page 30, paragraph 43:

tion	nation	oration	expression	elation	cushion	section
sion	motion	fashion	action	fiction	exploration	equation
	notion	vision	invasion	faction	explosion	concussion
	ration	session	lotion	infection	expansion	exaction

SENTENCE DRILLS

1. If we hurry, we may reach the dock early in the day, so that we may take a look at the ship before it sails away.

2. We will applaud the Yankee lads when they get back from their cruise.

3. The smoke from the blaze was so thick that we could not catch our breath.

4. The spring fashion show at the bazaar will be ready for the ladies in about a week.

5. Our nation should increase its navy so that no enemy could easily invade our city.

6. When training for a race, an athlete needs good food, fresh air, long walks, or his muscles will become soft.

7. Such scenes as I saw in some counties in Italy are rarely seen in this city.

8. The trophies which our swimming teams won will be shown in the college halls.

9. The enemy made the threat that it would sink any ship not in the zone of safety.

10. A police whistle will easily cause a scare in a public square.

11. I could not see any trace of the ink stain after the cloth was washed in milk.

12. The city must affix its seal to all public business papers, or they will be null.

13. The judge showed no mercy to the pleadings of the lazy fellow, but gave him the limit.

14. The company will readily settle the suit before the case is taken before the county judge.

15. "Where there is a will there is a way" is a famous saying.

16. If you would only follow this motto, there would be no cause for your changing your work.

17. Business in this county is increasing because of the great influx of goods from other states.

18. The judge will not take any action in this case before the next session.

19. This fellow is totally unfit to enlist in the navy.

20. The company will sell the steel rails to you if you will pay cash for them.

21. If we cannot get some rails from you, we shall go to our friends in the next state, who will surely sell us what we need.

22. I was there soon after the speech was made by the judge.

23. The papers state that the food relief ship will sail soon for France.

24. Mr. Davis plans to take a trip through the French section next fall.

25. The bus is full at this hour so you will have to walk if you desire to get home early.

26. You may go to that booth for tickets for both shows.

27. The palace is on the terrace not far from the city gates.

28. The soda which they drank at the store was full of fruit syrup.

29. The hostess said we could play chess, croquet, or any other game we chose.

30. I think there will be a collapse of the business if such gossip keeps up.

31. If you feel as though you would care to sit after the long walk, you may take the cozy sofa in the hall.

32. The state law was passed early in the session.

33. The theme which he chose for his essay was based on the story of the Crusades.

34. The story Sidney told was full of witty sayings.

35. The fashion may change before all of these shoes are put on sale.

36. Can you keep the sailboat in the course?

37. The scores are shown on the screen every day in the week.

38. In this way we can see who has won the baseball games.

39. We will inclose a long list of books in our next letter to you.

40. You are wrong in the belief that the tax rate in this county is low.

41. The company will ship the fancy goods to you soon.

42. They will inclose a list of rates which the market quotes.

43. Mr. Macy gave an oration at the meeting of the free speech league.

44. I fear that Edith will get zero on that essay if she does not take more pains.

45. I have not seen the story of which you speak.

46. In this case I think the odds are not in our favor.

47. Some day we shall read the story about the siege of Paris.

48. He will save his wages so that he can take a trip to Venice this spring.

49. She cannot wholly efface the trace of the acid from the brass.

50. Do not throw your waste paper on the floor, but please put it in the basket.

51. There was a waiting throng to greet the hero as he stepped from the gangplank of the ship.

52. He could barely conceal his feelings when he saw the ovation given in his honor.

53. There was a notice in the papers about the peace speech made by Mr. Tracey.

54. Mr. James Bailey said he would have some business in the city before he could see his friend.

55. The boat which broke its moorings sank before he could reach it.

56. I think the hull was leaking.

57. In the course of the essay I think it will be seen that it is the business of the city to take care of the public market.

58. Mr. Booth will have a box at the show in the county hall in behalf of the fresh air camp.

WORDSIGN AND PHRASE DRILLS

1. We shall teach every form long before we give a business letter.

2. When you speak to your friend about the business, have him state fully what his desire is.

3. The judge should not keep such business from the public because it will not look well.

4. Please ask your friend if he will be there at that hour.

5. The company will move soon, for there is no business in this state.

6. Do you think we shall receive some of their business when they move?

7. I inclose a letter in regard to the state of the market, which I think will be a good thing for all in this state.

8. You will soon receive a letter in which will be given a little of the work for this year.

9. There is no other course that you can follow but the one which I gave you in the letter.

10. If you do this, I think you will not have any cause for changing your work.

11. Some of you desire a course which we cannot give before next year.

12. There will be such a course given this fall, which you can follow if you desire.

13. The goods which you will ship in the course of the week must be good, for I will put them in the public market.

14. The judge would not be in public favor very long if he should give one more speech on what course the state should follow.

15. What else could the public desire than a market in every state?

16. Do you put any belief in the speech given by the judge in regard to the business of our state, which the company will publish this week?

17. As this is not public business, I shall keep it from the judge.

18. Business in that market is very good, because the public is willing to go there for its goods.

19. If you are willing to go along, you will be very glad when you see your other friends there.

20. We desire a market list every week.

21. The company will publish a list soon in which will be given the name of every business in this state.

22. We believe that in this instance you should favor the other form.

23. Think of others before you speak.

24. We cannot publish your work because there is no call for such a book in the business world.

25. Please state the cause of the change in your business on the above form, for we cannot give regard to a long letter.

26. What will become of your business if you keep on following such a course?

27. Please give more care to the form of this letter, for the company will judge your work by it.

28. What is the cause of our not receiving any reply to our letter?

29. Our company is publishing a well bound book called "The World Market."

30. The business public of this state favors the book.

31. It will teach you much about forming real friends in the great business markets of the world.

32. A full list of those companies which are in public favor is given.

33. We believe that you should have this book for your business.

34. We must move most of our business from this state before long.

35. Much more care should be given to the body of your letter.

36. After receiving our check, follow any course you desire, but keep a list of all your business calls.

37. I believe that your friend will receive a check from the judge soon, for the cause which he represents is one which all those who regard the good will of the public above every other thing should favor.

38. If you so desire, you can represent this company if you are a good judge of most of the shipping markets of the world, which are given in the following list.

SIXTH LESSON

34. Page 34, paragraph 44. Diphthongs:

(a) The diphthong *u*, as in *use, few:*

huge	Eugene	view	feud	cute	impugn
unit	Yule	mew	fume	acute	muse
unique	youth	sinew	fury	cube	mute
humid	cue	nephew	fuse	Cuba	fusion
euchre	few	adieu	fuel	puny	exude

(b) The diphthong *ow*, as in *out, now:*

ounce	prow	couch	trout	mouse	vow
owl	plow	vouch	spout	brouse	avow
howl	thou	pouch	pout	carouse	row
now	foul	crouch	sprout	spouse	brow
cow	growl	vowed	stout	frowsy	rowdy
scow	prowl	rout	scout	dowry	shower
bough	scowl	gout	mouth	gouge	tower

(c) The diphthong *oi*, as in *oil, joy:*

oil	troy	alloy	broil	noise	joist
hoist	annoy	enjoy	coin	voice	spoils
ahoy	toy	envoy	loin	boys	doily
boy	Roy	coil	join	poise	choice
coy	joy	foil	enjoin	moist	void

(d) The diphthong *i*, as in *die, mine:*

Inside curves:

lie	comply	fry	sprite	guy	vie
ply	fly	pry	pie	thy	dike

apply	flighty	dry	spy	thine	hive
plied	sly	try	pilot	sigh	Silas
applied	slide	trite	sky	siren	ride

Outside angles:

dime	prime	Chinese	align	mice	wide
dine	brine	stripe	malign	miser	wipe
tiny	crime	bribe	slice	driveway	twice
chide	rhyme	price	size	writhe	twine
pipe	shine	kite	sign	scythe	widely
fife	chime	guide	assign	blithe	rise
file	shiny	pike	nice	white	vice
vile	China	spike	thrice	whine	cyclone
Nile	ripe	mica	thrive	wine	smite

Between reverse curves:

fiber	viper	guile	lichen	quire	squire

Between oblique curves and straight lines:

fine	fight	pine	type	knife	invite
vine	bite	spine	dive	knives	typhus

Joined to straight lines:

hide	nigh	tie	mine	tide	tidily
height	die	necktie	shy	tidy	idol

35. Page 36, paragraph 45. Vowel combinations:

eo	cameo	creole	peony	Leo	Leon	Romeo
oe	Owen	poem	Bowen			
ao	Mayo	chaos	Bayonne			
oa	Noah	Genoa	boa			
io	folio	oriole	radio			
oi	showy	shadowy	snowy	bowie	doughy	willowy

36. Page 36, paragraph 46. Expressing any vowel after the diphthong *i:*

via	bias	piety	science	sciatica	Diana
fiat	dial	pious	appliance	Siam	diocese
riot	lion	prior	alliance	Elias	iota
diet	tiara	Viola	miasma	Zion	hiatus

37. Page 36, paragraph 47:

ia	piano	aviary	labial	Julia	Algeria	Arabia
	piazza	hysteria	burial	Amelia	Siberia	sepia
	alias	medial	caviar	Ophelia	Olympia	lithia
	zodiac	filial	lariat	Ionia	Lydia	Assyrian
ea	area	laureate	Crimea	Korea	Olean	trachea
	create	creation	Leah	Rea	Judea	cereal

SENTENCE DRILLS

1. Such a course of action as given in the papers is bound to create riots in the adjoining states.
2. Why do you malign him so?
3. I will broil a steak for you so that you will enjoy it greatly.
4. You will not need a guide in passing through Korea, as the signs on the driveway point out every place.
5. Mr. Doyle's gift was a Chinese gong.
6. The dog growls, but he does not bite.
7. The boy scouts will help police the city parks this year.
8. We hope that every boy in this city who is of age will join them in their great work.
9. You may catch trout in this stream, but there are few pike.
10. After the shower the earth will be moist, thus causing the grass to grow very quickly.
11. The spy who tried to hide in the tower was caught prowling about the wide halls.

12. He will now limit his diet to cereal foods, because meats give him acute pain.

13. Do you know if Mr. Hoyt of your city is now in favor of free soil?

14. Mr. Price will not allow the boys to use their new kites for he fears they will pull the boys off the roof.

15. I wish you would write me while you are away, for you know how lonely I shall be in this place.

16. I find that if the peaches will be ripe soon, we can let you have a few of them.

17. Roy will enjoy the game, but if he does not go early, he will not get a good seat.

18. We rang the bell, but no one came to the door.

19. I think the family was out on the driveway.

20. I will wire our nephew to call at the hotel before we leave for China.

21. If the boy is not in fine form, we may have to assign some other boy to the place.

22. In this case we shall have little chance of winning the match game.

23. As the boy scouts file by, the guides will hoist the flag high above their heads.

24. Elijah will sell the white horse if he can get the price he asks for it.

25. The poet from Genoa bought the cameo for Julia.

26. Thrice the puny youth tried to shout to Beulah on the other side of the high hill, but she could not hear his voice.

27. The price of these fiber rugs is very low now, but there will be a rise before long.

28. We will hire a hall for the next meeting of the alliance league.

29. He will pick out a new site for his home when his lease is up.

30. Vice often leads to crime.

31. The price on these new guides for the files may rise before you are ready to use them.

32. The pilot will be at the mouth of that narrow stream to guide you when you fire a salute.

33. If Julia applies for the job, I will help her write a letter which may win the place.

WORDSIGN AND PHRASE DRILLS

1. Please write your name on this side of the check.

2. How shall we reply to the judge in regard to his public speech?

3. If your friend will represent this company, please wire before he goes away.

4. I like that kind of light, but we cannot use it in this market because it is too high in price.

5. I have your kind letter, but I cannot reply to it fully now.

6. How long will it be before we shall receive the goods that we must have for the public market?

7. If you will only call, you will find new goods of the right kind for your business.

8. Is the judge behind this move for a new market?

9. When you receive the list of goods which are usually put on sale, you will find out what a good thing it is for all in this great state.

10. I think your wife would be very glad if you would use this new kind of light when you move.

11. There is no use of our going along, because I fully believe that we are in public favor.

12. You will not be behind in your work if you will only use the right forms given you in the course of this work.

13. Please write me if you desire any kinds of goods other than those given in our list of a week ago.

14. I would like you to call on the company in regard to the fall market, because I think the lists will be out in a week or so.

15. Your kind letter to the judge in regard to the change which will be made in the course of the year will find great favor in this state.

LETTER DRILLS

Dear Sir:

In reply to your letter of the 6th instant, we would say that the signs we now have are about the size of those which we made for you before.

We shall quote you a price on any of these signs if you so desire. Please write what action you are taking.

Yours truly,

Dear Madam:

I have your letter asking me to state what I think about your reading books. All I can say is that I have taught from these books for some years. I cannot find anything that I like so well as your books. The price is so low that it has put them in the reach of every boy in the class.

Yours very truly,

Dear Sir:

We have your letter of the 5th instant, inclosing check to settle for loss on the cloth we bought from you in the early spring. We are happy to think that the affair is finally brought to a finish. We inform you once more that we could not use the cloth in our business.

Yours truly,

Friend Slade:

I have your favor of the 5th instant, in which you quote a price on that job I wrote you about. In reply I would say that your price is far above that given by other companies in this state. I shall give the job to Mr. Harry Frank, who does very good work of this kind.

If you will take the job at the same rate, you may have it. I will give you the next week in which to comply. Do not wait too long before sending a reply, for I shall not wait even a day after that.

Your friend,

JAMES STONE

Dear Sir:

We have your favor of May 4, and you will surely receive our new spring goods before the 10th instant. You will find the goods up to the mark as to make. We quote you a low price and hope to get your business.

Very truly yours,

Friend Davis:

Your letter of May 15 reached me this day. I will see the man about whom you ask in the course of a day or so; after which I will show him your letter if that plan suits you. I know he will be glad if you will name your own price on the lot. If that does not do, I shall see the fellow who represents him here in the city.

In a few days I will inform you if there is any change.

Very truly yours,

HENRY RICE

Dear Sir:

We have your letter of the 5th instant, in which you ask for a list of goods that could be put on sale at the county bazaar. In reply to your appeal we are shipping you some lace, fancy fans, chains, which I think should meet with a ready sale at your fair.

We hope you will realize something on these goods.

Yours truly,

Dear Sir:

In your letter of May 2, which reached me this day, you ask about Mr. Harry Crane. I have known Mr. Crane for a year or so. All I can say is that he does good work on every job given to him.

I am convinced that you will find him ready and willing if you give him a chance.

Yours very truly,

452283

SEVENTH LESSON

WORD DRILLS

38. Page 39, paragraphs 49–50. Blended consonants:

ten	tenor	tennis	mittens	pretense	whiten	scrutiny
	tenets	tinsel	mutton	fatten	kitten	cotton
	tenant	utensil	threaten	Scranton	Latin	bulletin
	continent	frighten	gluten	Clinton	button	platinum
	intention	tighten	stencil	Dayton	baton	skeleton
	extension	brighten	tendency	Trenton	beaten	stanza
	contention	sweeten	attendance	Austin	matinée	retina
den	denote	condensation	sadden	maiden	deny	guidance
	dense	laden	sudden	hidden	credence	dingy
	condense	widen	madden	tendon	cadence	addenda
tem	temper	attempt	atom	autumn	victim	Tampa
	timid	anatomy	estimate	dictum	sanctum	optimism
	contempt	phantom	tomato	temple	stomach	intimate
dem	demolish	kingdom	random	demure	demit	academy
	condemn	wisdom	diadem	demean	redeem	academic
	freedom	seldom	demur	demise	damsel	damask
ent	paint	lent	quaint	hint	assent	slant
	faint	scant	plenty	squint	haunt	plant
	dainty	peasant	flint	sentry	hunt	rent
	grant	aunt	sprint	pantry	joint	truant
	parent	talent	print	wintry	anoint	jaunty
end	band	planned	Andrew	kindle	strained	errand
	sand	bond	fastened	window	dined	brigand

end	land	fiend	blond	wind	moaned	Holland
	brand	dawned	pond	windmill	groaned	Poland
	blend	laundry	signed	gained	loaned	highland
	trend	brandy	blind	trained	enjoined	lowland

emt	prompt	promptly	exempt	unkempt		
emd	deemed	steamed	lamed	framed	primed	doomed
	seemed	screamed	aimed	crammed	roamed	bloomed
	streamed	dreamed	shamed	rhymed	hemmed	slammed

Page 39, NOTES: (a) In the curve blends, minor vowels occurring between the consonants are omitted, but diphthongs and accented vowels are inserted; as, *deem, dine, team, tame, tone, condone, dome.*

Words ending in *tain* use the blend; as, *detain, obtain, retain, attain, contain, captain, chieftain.*

(b) The vowel preceding the blend is seldom omitted, except at the beginning of a word; as, *entry, empty, entail, Indian, entice, entwine.*

Page 40, NOTES: (a) The rule on page 9, paragraph 16, applies to writing the circle between the blend and straight lines; as, *tenacious, shanty, chant, ashamed, giant.*

(b) Where there is a choice of blends between *ten, den,* or *ent, end,* the preference is given to the forward blend; as, *tend, tendril, latent, patent, sentinel, sentence.*

39. Page 41, paragraph 51:

def	defeat	defame	devout	festive	dative	division
dev	defy	deficit	devoutly	primitive	captive	devotion
tive	edify	defense	divine	genitive	sedative	native
	edifice	defraud	attentive	creative	divide	restive
	deface	defray	tentative	octave	devise	motive

jent-d	gentle	gently	regent	contingent	gentry	legend
	genteel	Gentile	tangent	pageant	stringent	magenta

pend-t	opened	appendix	depend	expend	sharpened	spent
	happened	cheapened	ripened	stipend	impending	rampant

40. Page 42, paragraph 52:

men	many	incriminate	remain	kinsman	minimum
mem	menace	nominee	Roman	freshman	mentally
	mention	nominate	romance	clemency	memory
	minute	denominate	examine	Simon	memorize
	ministry	maintain	famine	monotony	amen
	month	women	human	luminous	acumen
	immense	omen	layman	alimony	mimic
	emanate	ominous	footman	acrimony	memoir
	effeminate	common	watchman	hominy	membrane

NOTE: Where a choice of blends is possible, apply the blending principle to the less important vowel; as in *demon*, *e* is the important vowel and should be inserted. The *o* is unimportant and can be omitted in the blending.

Examples: *Tammany, stamina, adamant, Ottoman, dominate, domino.*

ted	seated	sighted	rated	dedicate	detach	plaudits
ded	heated	hated	whetted	wasted	auditor	detection
det	waited	hooted	aided	weeded	edit	avidity
	custody	rooted	added	debtor	editor	solidity
ses	scissors	slices	fences	crisis	lasses	erases
xes	sustain	spices	leases	lapses	molasses	chances
	basis	praises	synthesis	sizes	tresses	foxes
	faces	masses	spaces	gases	horses	boxes
	vases	teases	palaces	losses	sneezes	mixes
	races	possess	voices	emphasis	prices	taxes
	laces	lenses	guesses	Frances	noises	annexes

41. Page 43, paragraph 53. Expressing *ted*, *ded*, *ed* at end of word:

talented	granted	haunted	guided	posted	roasted
printed	bonded	chanted	glided	rested	tested
painted	landed	demanded	pleaded	coasted	treated
planted	daunted	divided	needed	blasted	knighted
rented	fainted	mended	attempted	lasted	scouted

SENTENCE DRILLS

1. Any youth who has a retentive memory will have little difficulty in writing and reading the signs which we use in this system.

2. This depends chiefly upon your attendance in the class and upon the time you devote to the written and printed sentences assigned to you every day.

3. You should give plenty of time to the blended strokes, which are not difficult if you write them in a free motion of the hand.

4. By attentive drill for an hour or so every day in the week, you will find in a little time that you have gained that freedom of motion which is demanded of everyone who would write this system well.

5. If you would possess such talent, you must have a cogent motive and a definite aim in view.

6. You must not allow anything to divide your attention from your intention of becoming well trained.

7. If you will only follow the tenets we mention above and be guided by them, there is nothing that will hinder you from obtaining and maintaining the place that you are striving to attain.

8. Many men and women have reached this goal, through a definite motive, and you can do the same.

9. Chances of this kind are seldom given twice.

10. There is no fear that the tenants will not pay their rent, as the agent said that he would not allow any extension of time.

11. Most of them have signed their leases, though the rent is high and the end of the season is not yet at hand.

12. I fear that if the flats are not well heated, the agent will have great difficulty in renting them next autumn and winter.

13. Holland is a land of dikes and windmills.

14. These high dikes keep the sea from flooding an immense area of land.

15. Most of the cities are very flat and low and contain many marshes and lakes.

16. The climate is even and damp.

17. Owing to the sea winds many of the days are cloudy and it rains more than half the time.

18. In Manhattan the police body is made of a fine group of men.

19. The city uses an immense sum of money for paying these men.

20. They are on duty all day long, rain or shine, and are ready at any time to go to the defense of the public and the city.

21. Suddenly it dawned upon the captive that he was made a victim of their wrath.

22. Every member of this class ought to memorize all the signs in this system.

23. The windows must be opened every day or the health of the boys will be menaced.

24. A sudden cessation of work in the coal mines will cause a famine next winter and prices will be very high.

25. Today I spent all my time in drawing up the notices of the next meeting of our society.

26. The pageant that was given on the college campus in behalf of the fresh air camp was attended by all the academic classes.

27. There was an immense attendance at the Tammany ball where a band of native Indians and their chieftain gave a dance.

28. The timid youth tried to deny that he was there at that time.

29. As the boys in the drawing and printing classes were very attentive to their work, they were invited to go through the immense plant on the day it opened.

30. The basis of our system of society is the freedom which is enjoyed by each member.

31. If you threaten the natives, they will defy you and the state will have to hasten to the defense of the regent.

32. If this is the case, they are surely doomed to defeat.

33. The Giants will not play today because of the wintry chill in the air.

34. If you will set a definite time this month for the society to meet, we may devise plans which will be of great help to all who are in this work.

35. Can you not remain here for a month so that you may examine the different phases of this work?

36. It is the duty of our agent to give our friends every attention and assist them all the week.

37. The agent of the society caught the natives in an attempt to demolish the edifice.

38. The story of their wicked deed astonished the regent.

39. The noise will frighten the timid maiden.

40. I fear that Andrew will not know how to make the entry of the sales in the day book.

41. The minimum wage law which will be passed by this state will have a tendency to increase wages in all working plants.

42. The work will be divided between these gentlemen, for the basis of the system is well known to them.

43. We shall get out a bulletin each month giving an estimate of the attendance in each academic class.

44. We desire to know why the train did not go on time to meet the other division.

45. There is a tendency to deny that any difference exists between the two systems maintained in the annexes.

46. The gentlemen signed the letter written to the tenant, but they did not seal it.

47. There are plenty of shells on the sandy shore of India.

48. He guided me to the temple, which was empty at that hour, but he could not entice me to go in alone.

49. I was frightened because I was told the place was haunted.

50. The classes were divided and sent to different annexes so that no one would depend upon his neighbor for assistance.

51. Constance wore a dainty cotton dress and a jaunty hat trimmed in black and white.

52. The victim was a man of talent and a man well trained in academic wisdom.

53. You must not condemn a man before you weigh all the evidence in the case.

54. Can you write a stanza of this poem from memory?

55. After he spent all his money on the races he demanded a job from his kinsman.

56. I have your letter, but I have not had time to make the definite reply demanded.

57. Mr. Adams plays tennis, but he does not play golf or croquet.

58. I defy you to attempt to divide the people on that issue.

59. He said it would be difficult to devise a different system by which he could do the work in so little time.

60. Is there any difference between the system here and that which is in use on the Continent?

61. The work was well planned, but it did not pay on that basis.

62. We steamed to the doomed ship and reached it before day dawned, thus saving many human beings.

63. You should train your memory so that you can retain many sentences at a time, as this will help you in taking any speech you hear.

WORDSIGN AND PHRASE DRILLS

1. If you will only write me how I can assist you in your work, I shall be happy to give all my time to it.

2. If you would devote a little time now and then to real work on the system, I know that in due time you would find no difficulty in writing the speech of any judge.

3. Please have your agent state a definite time when I shall call.

4. He says he will be at hand at any time to do well any work the publishing company wants.

5. Between you and your friend, I think the list of goods could be put out long before the end of this season.

6. It is the duty of every man in this society to devote most of his time to assisting in the great work going on all about us in this state.

7. Do not put off for tomorrow that which you can do today.

8. You must follow the forms given in this system to the letter

if you care to make a great change in the kind of writing you have now.

9. I was there at the time given in your letter, but I did not find anyone who knew anything about the course I should follow or what to do regarding such business.

10. I shall teach the new forms today and tomorrow, so that those of you who did not follow the work and are behind can devote a little more time to the writing.

11. We call the attention of your company to the blank check which we inclose and which we wrote for you to draw in our favor, but you did not do so.

12. I believe there is very little difference between this system and that now in use in the other counties of the state.

13. We have not yet fixed a date for the publishing of the new course which will be given here next fall, but every attention will be given to this work soon.

14. Every business man ought to know what shipping system should be put in use so that no difficulty would exist when he ships goods to other states.

15. Your letter from the judge regarding your friend whom he is about to appoint is at hand, but I cannot reply to it before the end of the week.

16. How long do you think the public could endure such market-places as exist in this state?

17. Does your company desire all that time to do the little work given to them?

18. You should use a different form in the business letters you write to me or to anyone else.

19. This company cannot long endure such attention as you give the work.

(Supplementary Dictation, *Gregg Speed Studies*, pages 47, 48.)

EIGHTH LESSON

42. Page 46, paragraph 55. Reversing Principle:

The circle or loop is written with a reverse movement to express *r:*

(a) Before or after straight lines, or between two straight lines in the same direction:

Before:

art	hard	harmony	earn	arch	urge
heart	heard	Armenia	yearn	archway	hurdle
hearty	army	yard	earnings	harsh	harmonize
heartily	harm	Yarmouth	harness	harshly	ermine
hurt	Armada	hermit	yarn	arnica	airtight

After:

star	stir	powder	cashmere	ledger	banker
mutter	duster	mar	swimmer	guitar	drinker
water	muster	mere	cheer	wager	canker
heater	dare	sneer	jeer	gaiter	tanker
blotter	tender	near	cashier	Homer	singer
sister	cider	hammer	armchair	batter	ringer
oyster	ladder	domineer	archer	anger	adhere
Easter	harder	primer	preacher	finger	daughter
clatter	spider	owner	pitcher	hanger	watcher
chatter	shudder	pioneer	fisher	hunger	cater
flatter	fodder	strainer	jar	tire	laughter
foster	feeder	signer	ginger	attire	shelter
plaster	adder	grammar	soldier	dire	voucher

Between:

dart	turtle	tardy	mermaid	custard	sturdy
startle	Tartar	dirty	murmur	Smyrna	mustard

(b) Between a horizontal and an upward character:

mart	murder	carter	lard	garden	girdle
smart	poniard	cartridge	alert	marten	laggard
martyr	Leonard	curdle	billiard	girder	garter
Martinique	tankard	skirt	Hilliard	guarantee	haggard
myrtle	cart	cardiac	flirt	guard	Gertrude
merit	card	squirt	foulard	guardian	curtail

(c) Between a downward character and *t*, *d*, *n*, *m*:

pert	Sparta	bard	charter	adjourn	Harvard
spurt	leopard	burden	Richard	germ	Vernon
spurn	barn	Albert	shirt	germinate	divert
pardon	burn	barnyard	churn	Germany	avert
shepherd	barter	beard	charmer	farm	verdure
spared	Hibbard	Robert	journey	fern	vermin
jeopardy	bird	chart	sojourn	virtue	convert

(d) Between *sh*, *ch*, *j*, and *l*:

churl	Charles	charlatan	Charlotte	Shirley	Jarley

43. Page 47, paragraph 56. Expressing *s* by reversed loop:

stars	readers	manners	pioneers	jeers	owners
tires	soldiers	hammers	signers	ledgers	singers
charters	leaders	farmers	cheers	fingers	sneers
tatters	powders	miners	preachers	wagers	dusters
dares	invaders	dreamers	jars	bankers	hangers

44. Page 47, paragraph 57. Expressing *ser, cer, sar, ther, thir:*

sermon	assert	desert	hazardous	search	desertion
surmise	concert	sardine	surd	surgeon	exertion
concern	exert	absurd	lizard	assertion	third
surname	insert	hazard	serge	insertion	thirty

45. Page 49, paragraph 58:

(a) Words containing *ar, er:*

starch	starvation	clergy	surface	traverse	term
march	gargle	certain	survey	inverse	stern
margin	cargo	ascertain	surfeit	converse	terminus
alarm	large	serve	surprise	circle	turn
tarnish	larger	service	surplus	learn	turner
argue	sergeant	serf	surplice	learner	nervous
starve	serpent	serfdom	surpass	learners	emerge

(b) Words containing *or:*

orchestra	ordinance	portray	sort	storm	source
ornate	orthodox	extort	escort	border	absorb
orchard	orphan	retort	indorse	born	gorgeous
orchid	ordeal	resort	remorse	divorce	mortar

(c) Words beginning with *war, wor:*

warlike	ward	warmly	warden	swarthy	worthy
warfare	wart	warmth	wharf	worse	wormy
warn	warmer	warmhearted	warp	worth	worry

46. Page 50, paragraph 59. Reverse to express *l:*

till tell still deal mail detail mile style smile

The plural of these words is expressed by a reversed loop.

SENTENCE DRILLS

1. Every youth can join the army and the navy and do his share for the Stars and Stripes.

2. The soldiers will march from the armory tomorrow and sojourn at the training camps near the border.

3. Will you be a laggard or a martyr?

4. We cannot give you full details of the plan at this time because it would jeopardize the cargo of the merchant marine.

5. We cannot fill your first order until we hear from your references regarding your business affairs.

6. My sister and Charles are going to take a long journey through Armenia.

7. Have you read his absurd story about the war?

8. This business organization sells its merchandise to certain firms in the northern territory, but it does a large mail order business in the southern cities.

9. The bankers and cashiers assert that there will certainly be a large margin this year, but they will not guarantee a surplus in the assets.

10. You can find the course the ship follows by looking on the chart near the compass.

11. The farmer sat in the armchair near the cedar tree and saw the lad shoot the dart at the bird on the barn.

12. The farmer makes butter by churning the milk.

13. He keeps it up until it curdles.

14. The organization of merchants will refer the question to you tomorrow.

15. You will receive a card ordering you to judge the question on its merits.

16. It is not worth your while to argue every question.

17. Why not learn all about it before you attempt to jeer and sneer at the preacher.

18. Courtesy is a business asset.

19. It is only in this manner that a firm will retain the business that it has obtained.

20. I feel certain I can give good service in surveying the surface of the road along your farm.

21. The army made a daring attempt to storm the rear guard of the enemy camping near the garden.

22. The company must guarantee the armor plate for use in our navy.

23. The serge skirts on sale are hardly worth the prices they ask.

24. There are some trimmed with ermine which I think surpass all the others and which will serve you well.

25. We feel certain that this is the first time the question has ever been brought to the attention of the firm.

26. I shall refer the question to the readers in an early issue.

27. The organization of merchants of this territory will surely indorse this deal heartily.

28. He will soon learn that money is easy to spend but hard to earn.

29. Mr. Martin gave his worthy ward a foulard silk dress.

30. Are you surprised that we are not having a warmer spring?

31. This was the third concert of the season and it certainly was well attended.

32. I think it will be very difficult to obtain a pass to the navy yard in time of war.

33. Every guard is alert and ready to use a cartridge in case of an alarm.

34. It will do you no harm to do your share of the work on the farm and in the garden.

35. We like this new way of checking up the orders, because we can easily ascertain the name of each concern.

36. The guard led the hermit through the barnyard into the vineyard.

WORDSIGN AND PHRASE DRILLS

1. The agent should give all of his attention to the firm he represents and not to any other side business.

2. It is his duty to devote his full attention and time to the merchandise he is putting before the merchants in the different territories.

3. Please write me when you receive word from the organization in reference to the particular work they would like me to do.

4. We cannot determine until next week what to do as to the question of the merchants' organization.

5. I shall not give you a certificate until you can write any word in this system.

6. You must give particular attention to the different forms given to you in the course of the work, and though at first it will be difficult to do this, in due time you will find that you have the work well in hand.

7. I should like you to call in reference to that new firm that wants to handle our goods in this particular territory.

8. I believe you can trust this agent, as he has a very good reference.

9. I give all my time to every order that this firm receives.

10. Please ship all the goods on order soon, as they should be on sale today and tomorrow.

11. Before I can determine what your particular duty will be, I must first organize the business on a firm basis.

12. You must refer all questions in regard to the merchandise to the company and not to its agent.

13. I have your letter ordering goods and it will receive my attention in due time.

14. It is difficult to determine what system should be put in use until we first teach the different systems a definite time.

15. I am told that the society has given up its work in behalf of the public until next year.

(Supplementary Dictation, *Gregg Speed Studies*, pages 52, 53.)

NINTH LESSON

SENTENCES ON WORDSIGNS AND PHRASES

1. We shall organize a full course in this system of writing next fall.
2. New pupils should arrange with the principal for the hours they can devote to this work.
3. We are certain you will find the course in accordance with the wants of the business world.
4. It is important that you acknowledge your acceptance of this course immediately either by word or by letter.
5. Today the reports are in favor of all the pupils.
6. When you have a thorough acquaintance with this system, you will agree with others that it is better than any other system now in use throughout the world.
7. The character and beauty of its writing, with the clear and correct vowels following in order, are significant of its strength.
8. We ask that you follow the forms given in this book during your course; then your work will be satisfactory.
9. Every pupil should put some spirit into his work.
10. In accordance with the arrangement through correspondence, the corporation was extended credit in the recent railroad deal.
11. My long acquaintance with this official has clearly shown me that his character is without fault.
12. The government officials are not in accord with the improvements that the railroad company suggests.
13. The jury will consider the charges with care, because of the good character of the principal.
14. The newspapers did not publish the official opinion, though it was put in public record.
15. The Government will deliver the mail about a mile from the office.

16. The corporation is very particular about the character of its correspondence.

17. The clerk in charge must always copy the letter before he sends it out.

18. He keeps the duplicate in the office so that if there is any occasion for reference, it is always at hand.

19. I believe the railroad company will receive a respectful reply from the Government to the recent report of their stock.

20. The merchant's remark that he did not remit the check will have some effect on his future credit.

21. He says in his public speech that the society for the improvement of railroads should show some system in their work soon.

22. At this time tomorrow we trust that we shall know the truth about his deal with the officials.

23. Why do you not wire your friend while he is covering this part of the territory?

24. Do you know where the agent went while you were standing near the house?

25. I wonder which one of these publications carries the most advertising.

26. This is of important significance in judging the value of a daily newspaper.

27. I believe that he will bring the correct bill direct to you when he delivers the goods.

28. We never allow our agent to collect any charges.

29. It is our custom always to ask you to send a check.

30. We shall accord his order immediate attention.

31. I will not acknowledge the acquaintance with that character.

32. The judge may refer to that correspondence in the course of his speech on capital and corporations.

33. I question his right to do this.

34. It is very difficult to make a definite reply which will represent the opinion of the different gentlemen of this organization.

35. I think the arrangement which you suggest will surely find

favor with the officials of the company, as it will be satisfactory to all parties.

36. The firm will form a corporation next fall.

37. The insurance on this house will be very small.

38. We never find occasion to question the opinion or right of any of its officials.

39. We desire to inform you that you can get a mortgage on your house by sending us full particulars in reference to the insurance on it.

40. What would you think the right course to take to improve those newspapers?

41. If your friend, the judge, has any influence at all, he can put into effect the new custom bill.

42. We desire to deal with you in the future if you will do a credit business.

43. Any arrangement which you suggest for collecting bills will be satisfactory to me.

44. Every newspaper will report the speech which the judge will deliver tomorrow before the House.

45. Will you call tomorrow and acquaint me with the state of the stock market?

46. Will you please send me the certificate so that I may return it to the insurance company?

47. I inclose in this letter a copy of some particular records that I wish you would look after.

48. I regard this occasion as significant, but I regret very much that I cannot deliver the speech you ask for.

49. If you will send the records immediately, they will be in the hands of the jury before the judge charges them.

50. Your suggestion on this point will be of great value to the organization.

51. It is the duty of a merchant to give his business to the firm that can deliver the merchandise on time and in any quantity which he desires.

52. The business reports throughout the different states are thoroughly satisfactory so far.

53. He is a man of strong principles, good character, and one who can influence the public in this state.

54. In reply to your recent correspondence, we desire to state that we cannot publish the work until next fall.

55. If this is satisfactory, please wire immediately.

56. We cannot allow anything on this invoice.

57. Please check the names on the certificates before handing them out to the pupils.

58. It is strange that the truth about this government deal has never been told before.

59. In this industry the hours are long and the work is difficult.

60. Why did you not tell your clerk to inclose the draft in your recent letter to me?

61. I suggest that you appoint a new agent in this territory.

62. I told you that I did not want the goods until the end of the season.

63. If it is your custom to deliver all goods immediately after ordering, you must give us better dating to cover the time when we have no use for such goods.

64. It is not how much you do, but how well.

65. The quality of the work in this system is of more importance than the quantity.

66. We again call the attention of your firm to the character of the advertising that we carry in our newspaper.

67. You should give our publication more consideration because of our long experience in handling the different industries of this state and territory.

68. Our object is always to give the public the truth about a merchant's goods.

69. We stand on our record for future business.

70. If you have no occasion to advertise your merchandise immediately, you may at some future time.

71. Will you kindly consider this company when you are about to advertise?

72. We thank you for writing to this company.

73. He says that the system of following the work of all the agents is good for our business.

74. The speaker said that the existence of a new organization would follow from the changes in the company.

75. He put all the time he could into organizing this new firm.

76. It is strange that this report finds favor with the officials of the corporation.

77. It will be an advantage if the correspondence covers the question fully.

78. Some newspapers will never publish the truth about the character of the recent railroad difficulty.

79. A record of the improvement of the pupil's work must be kept and a report given to the principal at the end of this week.

80. We thoroughly agree with you that the value of a typewriter in your business is beyond question.

81. In the future the officials will occupy an office in the new part of the government house.

82. He will represent the firm in this territory and will wire the other agents of the company regarding the difficulties of the work that he finds in that territory.

83. The list of names of those who favor the organization of this society will be put before the public soon.

LETTER DRILLS

Dear Sir:

In reply to your letter of the 15th instant, we regret we must report that we cannot accept your friend as agent for our corporation in your territory. After looking into his record, we find that his references and the character of his work are not good enough for such an important office. In our opinion he is too young for us to give him charge of the difficult duties that go with this work. It is significant that the officials of the other company had to correct his invoices at different times and the small quantity of orders standing

to his credit was an occasion of regret to them. In a strong organization like ours we must have agents who devote all their time to the business, whom we can trust in every respect, and who will look after the wants of our friends and bring in new ones.

From your long list of acquaintances in the state can you not suggest some one with more spirit, experience, and influence? We shall give consideration to any name which you care to send us.

Very truly yours,

Dear Sir:

In your letter of the 12th instant you find fault with the bill for the work on your car. Have you taken into consideration all that this bill covers? We call your particular attention to the difficult character of the work and the time it took. In an organization like ours those who do this work must have thorough experience and be particular about every little point. This we consider a duty to those with whom we do business; and while the charges may be a little more because of the care given to the work, we are certain you will agree with us that this is to your advantage. In return for the value we receive we always give quality and satisfaction.

Yours very truly,

(Supplementary Dictation, *Gregg Speed Studies*, pages 57, 58.)

TENTH LESSON

47. Page 60, paragraph 64. Expressing past tense and terminations *er, or, ary, ory:*

cared	creditor	organized	allowed	mortgaged
favored	fuller	organizer	acquainted	objected
followed	giver	shipper	arranged	regretted
follower	kinder	published	agreed	remarked
returned	speaker	publisher	carried	remitted
believed	wanted	thinker	carrier	reported
believer	experienced	worker	considered	respected
caused	dearer	finder	drafted	satisfied
inclosed	called	represented	devoted	suggested
collected	neared	accepted	educated	valued
collector	referred	acceptor	educator	wondered
corrected	friendlier	accorded	endured	formed
insured	outer	mover	improved	liked
insurer	duplicator	murderer	influenced	received
replied	nearer	flatterer	regarded	named
teller	directory	caterer	acknowledged	lighter
worker	accustomed	plasterer	assisted	changer
duplicated	customer	sender	wired	avoided
advertised	customary	trusted	user	existed
cleared	obliged	used	governor	changed
clearer	obligatory	governed	pointed	appointed

Page 61, NOTE: When forms are distinctive, *er, or, ary, ory* and *ed* may be joined:

Boundary, greater, receiver, stronger, writer, reporter, newer, asked, charged, effected, judged, wished, worked, checked, directed, booked.

48. Page 61, paragraph 65. When a wordsign ends with the last consonant of the word, the reversing principle may be used to express *er* after straight lines:

Former, firmer, sooner, teacher, recorder, younger, wisher, charger, stranger.

49. Page 61, paragraph 66. The wordsigns *after* (*af*) and *out* (*ow*) may be used as prefix forms:

after	afterglow	outdo	outcry	outfit	afterthought
out	outside	outdoors	outstrip	afterdinner	outlook
	outsider	outran	afterclap	outfitter	outrage
	outset	aftermath	outskirts	outgoing	outwit
	aftertimes	outlaw	outstanding	outlay	outrageous

50. Page 62, paragraph 67. Many long words may be abbreviated by dropping the terminations:

aband(on)	deg(ree)	leng(th)	prep(are)
abbrev(iate)	delib(erate)	lib(erty)	pres(ent)
abrog(ate)	delic(ate)	loc(al)	presi(de)
abs(ent)	demons(trate)	mag(azine)	priv(ilege)
abso(lute)	dict(ate)	malig(nant)	promin(ent)
absol(ve)	dilap(idate)	mat(ter)	rel(ative)
accus(tom)	dilig(ence)	mechan(ic)	releg(ate)
adoles(cent)	dis(count)	melan(choly)	relinq(uish)
alph(abet)	eclec(tic)	memo(randum)	remem(ber)
ambass(ador)	elab(orate)	mod(erate)	remons(trate)
anim(al)	eloq(uent)	necess(ary)	rev(erend)
anniv(ersary)	emancip(ate)	neg(lect)	ridic(ulous)
anon(ymous)	emin(ent)	negoti(ate)	scrup(ulous)
ans(wer)	Eng(land)	num(ber)	separ(ate)
apol(ogize)	enthus(iasm)	num(erous)	sev(eral)
applic(ant)	entit(le)	oblig(ate)	simil(ar)
apprec(iate)	enum(erate)	obnox(ious)	simul(taneous)

aptit(ude)
arith(metic)
asbes(tos)
assoc(iation)
attit(ude)
attrib(ute)
bal(ance)
brill(iant)
cal(culate)
calend(ar)
cap(able)
capac(itate)
catas(trophe)
cath(olic)
celeb(rate)
chil(dren)
collat(eral)
conseq(uence)
co-op(erate)
curric(ulum)
estab(lish)
exasp(erate)
fam(iliar)
finan(cial)
freq(uent)
gen(eral)
geom(etry)
grad(ual)
grat(itude)
hund(red)
inaug(urate)
indic(ate)
inn(ocence)
invol(ve)
irresis(tible)
journ(al)
knowl(edge)
lang(uage)
latit(ude)
leg(al)
obse(rve)
obv(ious)
oppor(tunity)
ordin(ary)
orig(inal)
pamph(let)
pecu(liar)
pecun(iary)
perman(ent)
perpend(icular)
phenom(enal)
pleas(ant)
pol(icy)
pop(ular)
pos(sible)
pov(erty)
predeces(sor)
pref(er)
prej(udice)
prelim(inary)
singu(lar)
sov(ereign)
splend(id)
suc(cess)
suf(ficient)
syndic(ate)
synon(ymous)
temp(erance)
trav(el)
un(ion)
vernac(ular)
vindic(ate)
vocif(erous)
broth(er)
fath(er)
gath(er)
wheth(er)
leath(er)
rath(er)
moth(er)

51. Page 67, paragraph 69. Expressing *dollars, hundred, thousand,* etc.

After numerals the word *dollars* is expressed by *d; hundred* by *n* under the numeral; *thousand* by *th; million* by *m* placed on the line close to the numeral; billion by *b; pounds* by *p; gallons* by *g; barrels* by *br; bushels* by *bsh; feet* by *f; francs* by *fr; cwt* by *nw; o'clock* by *o* placed over the numeral. These signs may be used after the article *a* and the words *per, few, several. Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the

numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum*, by adding *n* to per cent.

$8	$3.75	several feet	several hundred
900	2½%	few hundred	dollars
$300	2% per annum	pounds	per gallon
6,000	15 bbl.	a thousand	2 cwt.
$4,000	600 lbs.	dollars	a hundred dollars
8,000,000	8 ft.	several hundred	600 francs
$7,000,000	4 francs	a gallon	5,000,000,000
5 lbs.	30,000 lbs.	a million dollars	few thousand
45 bu.	few hundred	per hundred	300 feet
4 o'clock	dollars	10 cents	900,000

SENTENCE DRILLS — ABBREVIATING PRINCIPLE

1. When you have a knowledge of the abbreviating principle, you will be capable of recording many long words heard in speeches, by writing only that part of the word which will be sufficient to make the entire word clear.

2. You must remember that we very seldom write words separately.

3. Since these long words are usually given in sentences, there is no doubt that it will be possible to apply these brief forms to many words in our language.

4. Use this principle whenever you find an opportunity to do so.

5. Every writer can apply it easily to any work in which he may be occupied.

6. The advantages of this principle are obvious to anyone who will give it a trial.

7. The ambassador of England will demonstrate his eloquent power of speech by giving a talk before the Catholic association tonight.

8. The editor of a prominent local magazine was asked to apologize in public for his publication of a pamphlet against temperance.

9. Our business is thoroughly established, and all of our customers know that we guarantee the quality of our merchandise.

10. Your money will be returned immediately if you are not satisfied with the goods, whether you have bought something worth five cents, or several hundred dollars.

11. This was always the policy of our concern from the time it was organized.

12. A new rent collector, who said he represented the real owner of the house, called yesterday afternoon; but my mother doubted the truth of his remarks.

13. The captain of our army was received with great enthusiasm by the English and was acclaimed the hero of the hour.

14. The splendid success of the present society, which was organized on the third Wednesday in July, may make it necessary to change the policy of the association at the next meeting in Philadelphia sometime in November.

15. The inclosed pamphlet tells of our preliminary plans for the inauguration of the new officers of the association and gives the name of the officer who will preside.

16. Every business concern should first obtain a memorandum of the financial standing of its customers before granting them any credit whatsoever.

17. After an order is acknowledged and confirmed it cannot be canceled, for that would not be legal.

18. The June number of our magazine will contain an original story by a prominent writer of popular fiction.

19. I believe the staff of editors would appreciate any co-operation at this time on the part of the pupils.

20. You can make it a financial success if you help.

21. It is our firm belief that this magazine will be a great success this term.

22. Many of our customers take advantage of the discount of

5 per cent we allow on all cash sales and a discount of 2 per cent on ten days' dating.

23. Some think that they are entitled to even more than this.

24. The insurance officials advertised in the afternoon papers for experienced collectors, and by 10 o'clock that night several hundred replies were received.

25. About one hundred of them answered the questions definitely.

26. The eminent divine made an eloquent speech and was greeted with enthusiastic applause, which indicated that his remarks were popular with the audience.

27. A thorough knowledge of legal terms will assist you in your future work.

28. Someone told me that the director would be here at this hour, but I cannot find anyone who knows his whereabouts.

29. Wherever I go I get about the same report, whereas I looked for a different state of affairs.

30. The creditor will not relinquish the claim which his first mortgage gives him and therefore we cannot sell the entire stock at auction as the other creditors suggested.

31. Our agent will be in this city on Tuesday and Thursday during the months of January, February, and March.

32. The inclosed pamphlet gives full details of our plan.

33. From the synopsis of the courses outlined, I have ascertained that geometry and arithmetic form part of the curriculum of Barnard College.

34. If you will do the collateral work assigned, they will give you credit for the entire course.

35. It will not be necessary for you to neglect your other work if you decide to take this course.

36. An anonymous letter was received by the editor of a local newspaper, involving many prominent government officials in an attempt to relinquish claim to a certain territory now being negotiated for by the railroad.

(Supplementary Dictation, *Gregg Speed Studies*, pages 62, 63.)

ELEVENTH LESSON

52. Page 72, paragraph 73. Word modifications. *To* before downward character or *o, r, l:*

to be	to follow	to reply	to look	to refer	to ship
to believe	to fasten	to represent	to let	to part	to which
to become	to please	to receive	to light	to choose	to reach
to bring	to put	to respect	to like	to own	to sell
to find	to pay	to regret	to say	to honor	to sail
to favor	to report	to regard	to see	to object	to work

53. Page 72, paragraph 74. *As . . . as:*

as well as	as long as	as good as	as many as
as little as	as great as	as large as	as soon as
as low as	as glad as	as much as	as rich as

54. Page 73, paragraph 75. *Been* before *has, have, had:*

have been	you have not been	there has been
I have been	we have not been	what has been
you have been	they have not been	which has been
we have been	has been	has been given
they have been	it has been	had been

55. Page 73, paragraph 76. *Able* after *be, been:*

to be able	has not been able	have you not been able
would be able	will be able	had been able
should be able	will not be able	have been able
shall be able	have not been able	shall not be able

56. Page 73, paragraph 78. *Do not* preceded by a pronoun:

I do not
You do not
They do not
We do not

care, think, believe, receive, like, regard, know, wish, say, sell, see, look, reply, represent, regard.

57. Page 73, paragraph 79. The contraction *don't:*

I don't
You don't
We don't
They don't

care, think, believe, receive, like, regard, know, wish, say, see, sell, look, reply, regard, represent, report.

58. Page 74, paragraph 80. Expressing *is not, was not,* contractions:

it is not	there is not	it was not	there was not	he was not
it isn't	there isn't	it wasn't	there wasn't	I was not

I'm I'll we'll they're you'll it'll

OMISSION OF WORDS

59. Page 75, paragraph 82. Omission of *of the:*

duplicate of the bill
name of the writer
sale of the newspaper
knowledge of the language
arrangement of the book
state of the case
state of the market
list of the people
particulars of the work
details of the business
owner of the house
capital of the state
freedom of the press
kingdom of the world
education of the people
particulars of the case
success of the plan
time of the day
cover of the book
writer of the letter
head of the firm
credit of the firm
end of the week
law of the land

60. Page 75, paragraph 83. Omission of *from* and *to:*

from time to time	from week to week	from season to season
from day to day	from month to month	from hour to hour
from shore to shore	from year to year	from minute to minute

61. Page 75, paragraph 84. Omission of *after:*

page after page	hour after hour	time after time
day after day	year after year	season after season
week after week	mile after mile	cheer after cheer
month after month	minute after minute	car after car
door after door	line after line	rank after rank

62. Page 75, paragraph 85. Omission of *by:*

day by day	hour by hour	week by week
side by side	line by line	little by little
minute by minute	page by page	month by month

63. Page 76, paragraph 86. Omit *to* after the words *able, according, glad, like, order, please, reference, regard, regret, relative, respect, wish:*

able to say	I would like to know	in regard to the matter
able to know	I would like to say	in regard to such matters
glad to learn	I would like to see	I regret to say
glad to see	I would like to have	we regret to see
glad to say	I would like to be	in respect to these
glad to hear	in reference to this	we wish to say
glad to know	in reference to the matter	I wish to say

SENTENCE DRILLS

1. We think the arrangements to which you refer will be satisfactory.

2. I don't know what to think of your suggestion in regard to the matter in question.

3. That letter was sent several days ago, but was not received in time for prompt answer.

4. We believe that this form of government is one of the best in the world.

5. We told him to return at the end of the week with one or two good orders.

6. It is out of the question for us to give you all the details of the work today or tomorrow.

7. I hope to hear from him in a day or two on the question of organizing a new society for the care of the poor this winter.

8. If you plan to be in the city tomorrow, please arrange to visit our store.

9. We hope that you have had a pleasant trip and that you will be ready to give a full report of the customers on whom you called.

10. The goods will be shipped as soon as we hear from the home office about the credit allowed you.

11. He has been here as long as I have, but he has not been able to make any headway.

12. I do not believe that it is necessary to cut the price of goods at this time.

13. His friend was here several days ago with a duplicate of the bill.

14. Not many weeks ago I heard a speech about the law in reference to this matter.

15. This firm would like to know what you think they ought to receive for the entire stock of goods on hand.

16. The new car does not sell as well as we expected it would out of the city.

17. A few months ago I received a letter from the owner of the house, who said it was out of the question to appoint a new agent to represent him in this city at this time.

18. I do not think that I shall be able to pay you the money at the end of the year, but the credit of the firm is good and you will not lose anything by waiting.

19. He said that the answer was as good as anything he had ever heard given on the question of the day.

20. I shall be glad to see you at any time in reference to the matter.

21. I should like to know what you think of this suggestion.

22. We shall not be able to ship these goods for some time, owing to a delay of shipping from the mills.

23. I regret to say that I cannot write you in regard to the matter of the day.

24. You will hear from us from time to time about the growth of the business.

25. We are sorry to hear that he did not take advantage of this opportunity.

26. You ought to receive a reply to your letter in a day or two; if not, I shall see the head of the firm.

27. If you want full particulars of the work, you will have to ask the teacher of the class for them.

28. We hope that the state of the market will be improved by the end of the week.

29. I should like to favor your customer, but I do not believe that I could do anything for him now.

30. I read the book line by line and page by page, but I saw nothing in it in reference to the matter.

31. Do you mean to say that notwithstanding your strong appeal to them nobody made a definite suggestion in regard to the matter?

32. The credit of the firm is safe in the hands of the new directors.

33. Some of them were here today for the first time this month.

34. It will be difficult for me to make any direct arrangements that will suit Mr. Harris, so I have decided to deliver the books between now and the end of the week.

35. We should like to see you from time to time in reference to the matter.

36. If you want a duplicate of the bill, I shall mail it to you at an early date.

37. We regret to say that to grant you the discount you desire is totally out of the question.

38. As near as I remember you have been given what most of our customers receive.

39. When your agent called at our place of business, we told him the full particulars of the case.

40. I do not believe you will have to pay full prices at this time of the year.

41. I should like to know what you think would be a fair price for the stock.

42. We regret to say we shall not be ready for some time, as we have not been able to obtain the merchandise from the mills.

43. As long as I have been with this company, I have never asked for any more money.

44. This went on week after week and month after month, but the looked-for letter was never received.

45. We must have the goods within the next three days or we shall have to refer the matter to our local agent.

46. Cheer after cheer rent the air as the returning heroes marched side by side.

47. I do not like to mention a particular name, but I know that there are people who say there has been some difference of opinion on the question.

48. It was said that one of the most important men in this city is hand in hand with the trust in this matter.

49. Thereupon someone said that nobody had any right to make such a statement beforehand and therefore it was of no value whatever.

50. Somehow it was thought that notwithstanding this the business would be taken up, but new difficulties arose.

51. I shall be glad to help you as much as I can whenever you wish me to do so.

52. It will be out of the question for me to see you at that time, but I shall be glad to receive a letter from you in regard to the matter.

(Supplementary Dictation, *Gregg Speed Studies*, pages 68–70.)

TWELFTH LESSON

64. Page 80, paragraph 88. Omission of vowels. Two vowels not forming a pure diphthong, and the diphthong *u:*

deity	strenuous	arduous	harmonious	tune	amuse
ratio	assiduous	ceremonious	attenuation	music	statue
royal	chariot	tedious	insinuation	musician	continue
radius	fluid	genius	continuation	museum	avenue
bayonet	mosaic	jewelry	tuition	virtue	astute
abeyance	amanuensis	genuine	intuition	manual	adduce
insidious	nucleus	theory	due	annuity	extenuation

65. Page 80, paragraph 89. Short *u* and *ow* in the body of a word:

run	plunge	album	drown	surround	junk
fun	blunt	clumsy	crown	ground	shrunk
gun	funny	front	pounce	crowned	rung
sun	pumice	bunch	flounce	unsound	sung
come	pungent	thump	bounce	astound	stung
chum	punch	jump	found	fountain	sprung
drum	legion	pump	foundry	sunk	strung
gum	lunch	clown	round	trunk	tongue
luncheon	column	brown	sound	drunk	lung

NOTES: (a) Short *u* is not omitted in such words as *numb, nun.*
(b) Between two horizontal straight strokes *ow* is indicated by a jog; as, *announce, renounce.*

66. Page 81, paragraph 90. Prefixes *be, de, re, dis, mis:*

be	beneath	bedeck	bequeath	bewitch	behead	below
	begun	bestow	betray	beseech	behoove	bemoan

de	depend	deceit	depress	deserve	decision	debate
	debar	desert	deprave	debase	derail	despise

NOTE: Insert the vowel before *k, g,* as in *decry, decrease, decree, degrade.*

re	revise	resign	respond	repent	review	rebate
	replace	refute	reside	recede	refund	research
	recite	rejoice	reverse	refrain	resort	rebound

NOTE: Insert the vowel before *k, g, r, l, n, m, t, d;* as, *rewrite, relieve, remote, retard, redress, recast, regain, renown.*

dis	distance	disband	discern	disorder	dismay	disguise
	dismiss	discredit	distort	displease	disregard	discreet
	disease	discharge	discard	disarrange	disclaim	dislike
	dishearten	disarm	display	discourse	discover	dissolve

mis	misgiving	misapply	misprint	misrepresent	mistrust	mishap
	misfit	misgovern	misquote	misinform	miscount	misnomer

67. Page 81, paragraph 91. *Per, pur, pro,* and the termination *age:*

per	permit	perhaps	perplex	perfidy	pervade	permeate

NOTE: *Per* followed by *t* or *d* uses the reversing principle; as, *pertain, pertinent.*

pur	purge	pursuit	pursue	purvey	pursuant	purview
pro	provide	profane	profile	profound	profession	promotion
	proper	provision	pronounce	profess	promise	prolong

NOTE: *Pro* followed by *k, t, d,* inserts the vowel; as, *proclaim, protest, produce.*

age	manage	bandage	passage	baggage	homage	cottage
	luggage	cordage	coinage	average	village	peerage
	message	sausage	adage	orphanage	wreckage	equipage
	cartage	damage	cabbage	steerage	vantage	tonnage
	bondage	dotage	package	leakage	marriage	hostage

68. Page 81, paragraph 92. *ŭ* and *oo* after *r* or *l* when followed by *sh, ch, j:*

rush	brush	slush	grudge	begrudge	resolution
flush	crush	drudge	trudge	solution	pollution

69. Page 82, paragraph 93. *Tition, tation, nition, nation, dition, datıon, mission, mation:*

station	habitation	recitation	flirtation	quotation
citation	visitation	imitation	vegetation	politician
dictation	ostentation	temptation	cogitation	rotation

ignition	stagnation	nomination	donation	condonation
definition	elimination	termination	assassination	abomination

addition	edition	condition	liquidation	sedition
foundation	erudition	elucidation	perdition	vendition
omission	permission	information	reformation	animation

GENERAL PRINCIPLES

70. Page 82, paragraph 94.

(a) Omitting vowel between two reverse curves:

maker	acorn	scarce	carve	sugar	currency
occur	cigar	scourge	corner	accuracy	carbon
eager	struck	scholar	secure	equal	augur
massacre	skill	curb	figure	career	garb

(b) Omitting a hook vowel between *t, d, r, l,* and *p, b:*

step	stop	drip	drop	adoption	autopsy

(c) Omitting a circle vowel between *p, b,* and a horizontal or upward character:

pity	cabin	homeopathy	penance	tropics	peddle
pithy	happen	pathos	speed	Sabbath	rapid

apathy	bad	campaign	speedway	battle	rapidly
pathway	epithet	carpet	topic	ribbon	Japan

(d) *Mal, nal, tal, ture:*

dismal	formal	cardinal	vernal	arsenal	ordinal
normal	informal	marginal	final	infernal	spinal
fatal	rental	mortal	mutual	habitual	fertile
metal	mental	crystal	ritual	perpetual	futile
recital	dental	brutal	actual	eventual	hostile
creature	amateur	picture	feature	armature	motor
gesture	torture	mature	venture	capture	actor

71. Page 83, paragraph 95. Omission of consonants. Omit *d* when it immediately precedes *m* or *v:*

admit administer adverb advocate admittance adventure

NOTE: Omit initial vowel in *admire, advise, advance,* under this rule. Phrases result: *To advise, we admire, I advise, we advise, to advance, in advance, I will advise, please advise, we will advise you.*

72. Page 83, paragraph 96. Omitting *t* or *d* at the end of a word:

best	manifest	persist	aqueduct	infect	Baptist
invest	gamest	theorist	conduct	product	linguist
divest	last	largest	resident	addict	artist
biggest	past	broadest	president	predict	pianist
modest	latest	molest	evident	edict	aboard
breakfast	optimist	florist	exact	select	demand
hardest	insist	tempest	contact	evict	intend
chemist	resist	attest	fact	protest	keyboard
honest	consist	detest	defect	jurist	mind
neatest	desist	deduct	impact	dramatist	pretend

73. Page 83, paragraph 97. Expressing the combination *ld:*

old	folder	unfold	killed	bewilder	shield
bold	sold	smolder	Arnold	Reynolds	mould
gold	reeled	elder	builder	child	shelled
golden	cold	yield	building	herald	wild
fold	scold	field	mild	soiled	manifold

SENTENCE DRILLS

1. I advise you to review your work thoroughly before we begin the advanced lessons.

2. You will thus have a foundation upon which to build the recitations to come.

3. Apathy is fatal to rapid progress.

4. Repetition of the words from time to time will give you a mental picture of the forms.

5. Many of the schools are adopting this system of writing because of its distinct and perfect outlines.

6. This feature will attract many students.

7. The first edition of the book was sold out long before the second was announced.

8. In my estimation we can dispense with his services because he has misrepresented and misquoted the president of the organization.

9. The letter about the promotion of the new venture is filed in a folder marked with the surname of the president of the concern.

10. The advance guard of the army made a bold attempt to capture the ammunition station, but failed.

11. It is evident that the failure was due to a serious mistake on the part of the manager.

12. It has been announced that the son of the deceased has been bequeathed an annuity of $5000.

13. The president of the company is personally responsible for any mistake made in the manufacturing of merchandise for government use.

14. The famous artist will receive $20,000 from the residents of the town for his painting of the Massacre of General Custer's Army.

15. One may gain admittance to the buildings of a college, but he cannot gain admission as a student without the proper certificate.

16. The residents of this town are eager to erect a new hospital building with all the latest features.

17. They feel certain that the judge will reverse the decision.

18. Mr. Arnold went around the city searching for a brown house with a stone front, in which his friend resided.

19. It was evident from the test that the golden crown was not genuine.

20. I have serious misgivings about the wisdom of debarring any student from taking this course.

21. I would advise you not to adopt the plan in question, for I fear it is not sound in theory.

22. We are willing to correct the error made and shall refund the money on these goods.

23. We guarantee that it will not occur again.

24. I shall give you the benefit of the doubt in this case.

25. Much damage was done to the visitor's baggage through the rough handling, and one trunk, which was entirely crushed, will have to be replaced by the railroad.

26. All of our baggage was lost in that railway wreck except our hand luggage and the package which we sent by mail.

27. The column of soldiers marching down the avenue was a picture that no artist could paint.

28. As it filed past the reviewing stand, every man was in perfect step.

29. The mayor responded to the salute of the captain and then the lines disbanded.

30. The nomination of the governor was formally announced in all the evening papers.

31. I believe the president of the sugar trust will resign before the truth of the actual deal is revealed to the public.

32. A special meeting was announced for the purpose of discussing the formation of a society for the benefit of the metal workers in the local foundry.

33. The new foundry is near the sound and will be surrounded by open fields.

34. The work is progressing rapidly and everything will be done for the personal benefit of the men who will work there.

35. The war created a great demand for ammunition workers, as the manufacture of all war products was in the hands of the government's agents.

36. The disagreement between the manufacturers was a distinct disappointment to those who were responsible for the organization of the manufacturing concern.

37. The creditors demanded a formal dissolution of the sugar trust.

38. It is a fact that that piece of work seems perfect to an amateur and that the defect can be noticed only by an expert.

39. The omission or repetition of a figure will change the sum of the column.

40. In my estimation a deserter in time of war deserves no pity.

(Supplementary Dictation, *Gregg Speed Studies*, pages 74–76.)

THIRTEENTH LESSON

74. Page 88, paragraph 100. Joined prefixes:

al	almost	also	almanac	although	alder	alderman
ul	ulcer	ultimatum	ulster	ulcerous	ultimately	ulceration

75. Page 88, paragraph 101:

cog	cognomen	cognate	cognition	congnitive
com	competition	concur	compile	combust
con	accomplice	confession	consolidation	conscious
	confess	combination	consternation	combatant
	confer	competence	consolation	compact
	convene	confirm	conduce	confront
	comprehend	conditionally	consul	concise
	combine	confound	combative	consignee
coun	countenance	counselor	councilman	

NOTES: (a) Before *t* or *d* K may express *can:*

cantaloupe	candidacy	candle	candy	cantata	canto
candidate	candor	canteen	canter	canton	candid

(b) When *com* or *con* is followed by a vowel or by *r* or *l*, write *km* for *com* and *kn* for *con.*

comedy	comedian	comrade	comic	conic	Conroy
connive	connotation	commute	comma	commodity	commodious
connote	Connelly	commune	commence	command	commonwealth

(In words beginning with *comm* or *conn*, the second *m* or *n* is not omitted.)

76. Page 89, paragraph 102:

em	emblem	emperor	imperfect	impoverish	imbecile
im	embers	imprint	impetuous	impression	impanel
	emporium	impart	impossible	imbue	imperious

en	enlarge	encourage	insane	unkind	uncover
in	enslave	ensign	incentive	uncouth	untold
un	encompass	enchant	inquisitive	unlearned	unmoved
	encounter	encamp	involution	unlike	unsettled
	enrapture	encroach	invidious	unprincipled	unsatisfactory
	engine	infringe	invert	unbeliever	unfounded
	endeavor	indefinite	unjust	unbent	unpleasant

77. Page 89, paragraph 103. (a) Prefixes *em*, *im*, *en*, *in*, *un*, followed by a vowel:

inner	imagine	inhabit	inaction	inherit	enhance
inept	emotion	immersion	immune	inhabitant	unaware

(b) Distinguishing negative words beginning with *im*, *un*, from the positive forms:

Positive					
known	necessary	nerved	noticed	mature	moral
Negative					
unknown	unnecessary	unnerved	unnoticed	immature	immoral

78. Page 89, paragraph 104:

ex	exploit	expert	exhibit	exile	exactly
	expel	extinct	excavation	exodus	expiation

aux ox	auxiliary	oxygen	oxalic	oxidize

79. Page 90, paragraph 105:

for	forgive	forfeit	forego	foreground	furthermore
fore	forget	foresee	forecast	forerunner	furtive
fur	forgotten	forsook	foreign	forenoon	furthermost
	fortune	foreclose	foreigner	furnish	furniture
	forsake	forelock	foretell	furnace	furlough
	forbear	foreshadow	foresight	further	furlong

NOTE: When *for* or *fore* is followed by a vowel, disjoin *f* and write the next character close to it, as in *forearm, forehead, foreordain, forever.* When *for* or *fore* is followed by *r* or *l*, form an angle after *f*.

80. Page 90, paragraph 106:

sub	subdue	subpoena	subsist	subtraction	subdivision
	submit	substance	subsistence	subterranean	submarine
	subdivide	subsequent	subserve	submerge	subsoil

NOTES: (a) Before *R, L, Ch, J*, or a hook, *s* is written contrary to rule to express *sub;* as, *sublet, subjoin, subordinate, sublease, suburb, suburban.*

(b) When *sub* is followed by a circle vowel, disjoin *s* and write the next character close to it; as, *subeditor, subagent, subhead, subequal, subacid.*

Compound Prefixes

unconcealed	inconsequent	incantation	misconception
unconscious	incommode	inexpert	recognition
unconcerned	compromise	discomfort	recommendation
reimburse	uncommon	reinsure	incognito
discountenance	inexperienced	unforgiven	subconscious

SENTENCE DRILLS

1. I expect the committee of reforms to make an effort to secure complete recognition at the convention.

2. Your communication of the 30th ult. and the subject explained therein have already received our consideration.

3. We wish to inform you that the matter will probably be completed before the next session of Congress.

4. If he will consent to perform the work and to conclude it before a compromise is confirmed, he will be recompensed for his efforts.

5. Foresight to plan and fortitude to sustain are necessary to secure permanent success.

6. The ambassador stated that there was some misconception in regard to the ultimatum which was sent to the emperor.

7. The counsel for the defense was unknown to the general public before the case was tried, but subsequently he was recognized as an expert on law.

8. Perhaps you can give me some further information on the subject pertaining to the exempted men from the commonwealth.

9. The commission appointed by the local government to investigate the food economy question is said to consist of gentlemen well known to the commercial world.

10. An amanuensis who is inexperienced can expect only a moderate compensation for his services.

11. At the conclusion of the course students who pass the speed test will receive a certificate which will enable them to secure a recommendation from the principal.

12. We should discountenance any further recognition of him, owing to his misconduct, which he could not explain.

13. When the government granted a subsidy to the navy, it was subserving its own purposes.

14. The commanding officer was unaware of the impending siege of the enemy forces.

15. I shall sublet my house for the summer if I can find a tenant who will take it unfurnished.

16. The president passed unnoticed through the vast crowd as if he were traveling incognito.

17. The home defense league is expected to exercise force if necessary to enforce order.

18. Most concerns are glad to exchange goods purchased at their stores, if they prove to be unsatisfactory to the purchasers.

19. Although your salary will be small, the commission on your sales will more than recompense you for your efforts.

20. The candidate defeated at the primaries will be forced to run on an independent ticket.

21. Residents of the suburbs can secure commutation tickets, thus cutting down their traveling expenses.

22. His work was so unsatisfactory that the concern had to dispense with his services.

23. Foresight, enthusiasm, and persistence in your work will lead you to ultimate success.

24. When he won the contest last year, he was an unknown writer, but today he is recognized as an expert.

25. During the forenoon the furnace fire went out, and a few hours later an explosion occurred, due to some imperfection.

26. Did your comrade enjoy the comedy at the Comique Theater?

27. The commissioner did everything possible for the general welfare and comfort of the visitors.

28. The clerk said that he could not imagine why these two pieces of cloth were of unequal length.

29. The subeditor will write the subheads for the story of the county investigations that will appear in a subsequent issue of the "Forecast."

30. The committee states that the communication was received too late for consideration.

31. It will be impossible to effect the consolidation of the two parties.

32. Please bring me an almanac of the current year so that my compilation of the holidays may embrace every legal holiday.

33. The experienced furniture dealer made every effort to exchange the stock on hand.

34. The firm does not expect to take any orders subject to subsequent increase of prices.

35. You will have to submit some paper like that you wish inserted in the book if you expect to secure an excellent grade.

36. Our stock of imprinted books is now incomplete, but we have placed our order for more and expect to receive them soon.

37. Who was in charge of the engine room and furnace at the time of the explosion?

38. It would probably be an excellent plan to insert a notice of the contest in the newspaper.

39. The promoters of the subway plan will exert every influence to have the ordinance passed at the next meeting of the city council.

40. They imagine that the public commotion regarding this scheme will soon subside.

41. At the very outset we would advise you to impress upon your counsel the importance of serving a subpoena on the chief warden, as well as his subordinate.

42. Every individual should make an effort to exercise economy.

43. The committee reached the conclusion that the explosion in the subway was inexplicable.

44. The commercial organization sent a communication to Congress, in which it expressed its confidence in that body.

(Supplementary Dictation, *Gregg Speed Studies,* pages 80–83.)

DRILL ON SPECIAL BUSINESS ABBREVIATIONS

LESSON 12 AND LESSON 13

Page 86, paragraph 98; 94, paragraph 108

Dear Sir:

There is much truth in the following quotation: "The too well satisfied person sometimes stands still, expecting past effort to bring future profit." This is probably true of corporations as well as of individuals. You must not conclude that because your business seems to be firmly established at present, you can afford to be satisfied with what you have already accomplished. During these difficult times, it is necessary to devote all your energy to the work at hand, to exercise great care in managing your business, and to take advantage of every opportunity for the improvement of your particular industry. You cannot progress without using all the forces at your command.

You will find our new book, "Fortune and Misfortune in Business," of great value to you if you desire to secure financial independence. This excellent little book explains many things connected with business disturbances throughout the country, and will enable you to avoid the serious mistakes that some merchants are making at this time.

The book discusses many subjects which will be of distinct benefit to manufacturers, commission houses, and investors. You will not be disappointed if you purchase a copy.

The principal purpose of the book is to encourage further economy with business men in general, to give exact and expert information about the state of the market, and to consider certain important changes that are bound to occur in the immediate future and the effect which these changes will have on industry and commerce.

The book has accomplished wonders for others in your line of business. No publication except ours deals fully with these subjects, and many present-day prominent men have expressed the opinion that no other publication compares with it. We are convinced that every new purchaser will agree with them. Why not put several volumes in your office for the use of the officials of your company? The price is $2.75 a volume.

Very truly yours,

FOURTEENTH LESSON

81. Page 96, paragraph 109. The *tr* principle.

By disjoining certain prefixes or letters, *tr* and a vowel are expressed.

contra	contraction	contravene	contrite	controversy
counter	contradict	contribute	contrition	counteract
	contralto	contribution	contrive	counterbalance
	contrary	contributive	control	countersign
	contraband	contributor	controller	countercheck
constra	constrain	unconstrained	construct	construction
extra	extract	extraneous	extricate	exclamation
exter	extraction	extraordinary	inextricable	exclude
excla	extradite	extravagant	exterminate	exclusive
intra	intricate	disinterested	misinterpret	entrance
inter	intricacy	uninteresting	interpretation	entrant
enter	intrigue	interfere	interpreter	entreat
intel	intrinsic	interim	interrupt	entreaty
	intrude	interlace	interruption	enterprise
	intruder	interlock	uninterrupted	entertain
	intrusion	interlude	intersect	entertainer
	intercept	intermittent	nonintervention	intellect
	intercession	internal	interview	intelligence
	interchange	intermission	interweave	intelligent
	intercourse	interpret	intervene	unintellectual
instru	instruct	instruction	instrument	
retra	retract	retrench	retrocession	retrospect
	retraction	retrieve	retrogression	retrospection

restra	restrain	restrict	restriction	unrestrained
detra	deteriorate	deterrent	detract	detriment
distra	distract	distribute	district	destroy
	distraction	distribution	distrust	destroyer
electri	electric	electrician	electric car	electrolysis
electric	electrical	electric fan	electrode	electrolyze
	electric motor	electricity	electrolier	electrotype
alter	alteration	alternate	alternation	alterative
	altercate	alternately	unalterable	alterant
ultra	ultramarine	ultraviolet	ultramontane	
centra	centerboard	centralize	centrifugal	centrally
	centerpiece	centric	concentration	concentrate
later	lateral	letterpress	literalize	illiterate
letter	latter-day	literary	literature	liturgy
liter				
matri	material	materially	matrimony	mattress
mater	immaterial	maternal	matron	matronly
metri	metric	metropole	metropolis	metropolitan
nitra	nitric	nitrogen	nitrous	nitrate
nutra	neutral	nutrition	nutriment	nutritive
patri	paternal	patrimony	patrol	patron
pater	patrician	patriot	patrolman	pattern
petri	petrify	petrifaction	petrol	petroleum
austra	Australia	ostracize	ostracism	ostrich
ostra				
abstra	abstract	abstruse	obstruction	obstreperous
obstru	abstraction			

82. Page 100, paragraph 111. Forming the derivatives of words ending in *ct:*

contractor	intersected	destructive	adjective	attractive
contractive	extracted	active	defective	deductive
constructed	restricted	inactive	detected	selective
constructive	restrictive	effected	inductive	productive
instructed	unretracted	effective	detective	abstracted
instructor	detracted	affected	attracted	obstructed

SENTENCE DRILLS

1. Every instructor knows that there are times when the pupil is unable to concentrate his attention upon an explanation, or on an interpretation of a principle, and that at such times all efforts to communicate new notions are wasted.

2. There will be no alterations made whatsoever after the construction of the building according to the contract.

3. The old patriot is now a patron of the fine arts.

4. Although the story of his interview might be interesting to the intellectual members of the society, I fear that it might be misinterpreted by the unintellectual ones and create a feeling of distrust in regard to internal affairs.

5. The instructor of the electrical class was a man of keen intellect and one who could immediately detect any errors in the construction work.

6. Many dentists in the metropolis advertise that they extract teeth exclusively by electricity.

7. The metric system will eventually become an international one.

8. The contractor did not provide the proper quality of petroleum contracted for by the Government.

9. The Australian weaver followed the intricate pattern without difficulty.

10. The officers of the metropolis will distribute food to the distressed families in the metropolitan districts.

11. The electrical exhibition introduced some interesting instruments and contrivances that appealed to the public.

12. No one interceded in behalf of the electrician charged with misconduct in the discharge of his duty.

13. In literary matter the sentence should be so constructed as to convey a thought not to be misconstrued or misinterpreted by readers.

14. The young man could retrieve his fortune if he were less extravagant and if he would invest his money in bonds at a fair rate of interest.

15. You may consider the order countermanded if it is not countersigned by the chairman of the international alliance.

16. It will be to the interest of this paper to secure an interview with the contributing editor of the electrical publication.

17. The book may have literary merit, but it will have to be changed in construction and arranged to suit our purposes.

18. We expect you to read the instructions in an intelligent manner before attempting to make any alteration in your plans.

19. From the evidence introduced in the case in question, it was extremely difficult to determine the guilt of the counterfeiter.

20. Many individual concerns have submitted bids in competition for the contract for the construction of the new aqueduct.

21. As soon as we receive instructions from the home office, we shall interview the president of the company and make him retract the charges.

22. The restriction to trade is not in accordance with the laws of the Interstate Commerce Commission.

23. I will not contradict you, although I believe you are misinformed on the extradition laws.

24. My decision to continue the course in literature at this exclusive school is unalterable.

25. The alteration in the method of distributing the funds which

were contributed early in the year has caused extreme distress in the poorer districts of the metropolis.

26. In a subsequent interview the manager said that the interest and enthusiasm displayed by the audience had been most extraordinary.

27. If the order is not countersigned by our purchasing agent, it will be countermanded, because it is contrary to the instructions given to our dealers.

28. The terms of the contract would be uninteresting to anyone who was not thoroughly acquainted with the intricate business relations which existed between the controlling corporations and the other concerns.

29. The alteration in the law interrupted the scheme of redistributing the districts.

30. Much interest was manifested in the international yacht race.

31. The enthusiasm was unrestrained when Sir Thomas Lipton said that he intended to try again.

32. Such an extreme course of action is likely to be a detriment to the further interchange of views between the contending factions.

33. A retrospect of the entire controversy leads us to believe that the law restraining the use of counterfeit coin will be adopted by international treaty.

LETTER DRILLS

Dear Sir:

In answer to your letter of February 5, I suggest that an experienced and intelligent man be placed in entire control of the enterprise in question. There should be no further controversy in regard to this matter, for that would only interrupt the making of the alterations and prevent the ultimate success of the venture.

I trust that you will take active interest in the matter and bring it to a satisfactory close.

Yours truly,

Gentlemen:

We are now prepared to make a contract with you for the construction of 200 electric cars, provided you will employ only expert and experienced workmen, who can be trusted to carry out our instructions in an intelligent and satisfactory manner. We shall reserve the right to determine what electrician shall arrange the distribution of the lights. We expect to use alternate red and white shades, thus securing a very pretty effect in lighting.

It is of the utmost importance that in the construction of these cars everything possible should be done to make both exterior and interior finish extremely handsome.

If you are willing to make a contract on the terms mentioned, please write promptly.

Very truly yours,

Gentlemen:

Although it is contrary to our usual custom, we have decided to make a contribution to the funds of your society and inclosed you will find our check for $300.

Yours respectfully,

(Supplementary Dictation, *Gregg Speed Studies*, pages 87–90.)

FIFTEENTH LESSON

83. Page 102, paragraph 112. Disjoined prefixes.

aggra-e-i	aggrandize	aggregation	aggressive	aggrieve
	aggravation	aggress	aggressor	agricultural
anta-e-i	antagonist	antedate	anticipation	antipode
	antagonize	antediluvian	anticlimax	antipodes
	antecedent	antelope	antidote	antiquity
	antecedence	antic	antimony	anti-trust
	antecessor	anticipate	antipathy	anti-slavery

84. Page 102, paragraph 113:

incli-e-u	inclemency	inclination	inclined	inclusion	disinclination
	inclement	incline	include	inclusive	inclusively

85. Page 102, paragraph 114:

decla-i	declaim	declamation	declaration	declare	declension

NOTE: On account of the distinctive character of this form it may be expressed without disjoining.

recla-i-u	reclaim	reclamation	recline	reclination	recluse

86. Page 102, paragraph 115:

hydra-o	hydrant	hydrate	hydrometer	hydroplane

87. Page 103, paragraph 116:

magna-e-i	magnet	magnetize	magnifier	magnolia
	electromagnet	magnitude	magnificent	Magna Charta

Mc and	McKenzie	McDougall	McCarthy	McIntosh	MacNabe
Mac	McDonough	McGee	McAdam	Macaulay	Macmillan

multi	multigraph	multiply	multitudinous	multimillionaire
	multiple	multiplier	multiform	multiplex

88. Page 103, paragraph 117:

over	overact	overflow	overpower	overtake
	overboard	overhaul	overrule	overthrow
	overcharge	overhead	oversee	overtime
	overcome	overhear	overshadow	overture
	overconfidence	overheated	overshoes	overwhelm
	overdue	overjoy	oversight	overcast
	overestimate	overlook	overt	overbearing
under	underdone	underlie	undersized	undertake
	underestimate	underneath	undertone	undertaker
	underbid	undergo	underpay	undertow
	underbrush	undergrowth	undersell	undervalue
	undercharge	underhanded	undersign	underwent

89. Page 103, paragraph 118:

para	parabola	paraffin	parallel	paralyze	paraphrase
	parachute	paragon	unparalleled	paramount	parasite
	paradise	paragraph	paralysis	parapet	parasol
post	postage	post date	post haste	postmark	postpaid
	postal	poster	postman	post office	postpone

90. Page 103, paragraph 119:

self-circu-m	selfish	self-conscious	self-satisfaction
	unselfish	self-control	self-improvement
	self-respect	self-defense	circuit
	self-interest	self-evident	circuitous
	self-restraint	self-government	circular
	selfsame	self-esteem	circularize
	self-sufficient	self-made	circumstance
	self-confidence	self-concern	circus

91. Page 103, paragraph 120:

super	superabundance	superfine	superintend-ent	supervise
supre	superb	superfluous	superior	supervisor
	supercilious	superhuman	superlative	suppress
	superficial	superinduce	supersede	suppression

92. Page 103, paragraph 121:

short	shortage	shorten	shortly	shipbuilder
ship	shortcake	shorthand	shortstop	shipwreck
	shortcomings	short-lived	shipboard	shipyard
trans	transact	transformer	translation	transport
	transaction	transfusion	translucent	transverse
	transcend	transgress	transmit	untransacted
	transcendent	transgression	transmission	untransparent
	transfer	transition	transmute	untranslatable
	transfigure	transitive	transom	untransferable
	transform	transitory	transplant	intransitive

93. Page 104, paragraph 122:

suspi	suspect	suspension	suspicious	susceptive	unsuspected
suspe	suspense	suspicion	suspiciously	susceptible	unsusceptible
suscep					

94. Page 106, paragraph 123. Expressing *misunderstand* and *misunderstood:*

misunderstand	our understanding	I cannot understand
misunderstood	we understood	thoroughly understood
definite understanding	we do not understand	they cannot understand
misunderstanding	I do not understand	fully understood

95. Page 106, paragraph 124. Prefixal forms used as separate words:

extra discount	agree to pay	short time	construe your letter
enter into	over the	alter this	Senator Lodge

enter the	over there	construe this	Senator Knox
center rail	under any	construe the	under consideration
counter claim	under these	enter through	agree with us

SENTENCE DRILLS

1. It is self-evident that a student of shorthand must be self-confident, for if he does not trust to self-help in his daily work, how does he expect to achieve success in cases where the task is magnified?

2. Do you understand that shorthand will be of great value to you in recording business transactions?

3. The superintendent of public instruction was inclined to suspend the entire class for disorder, but the principal recommended the transfer of the leaders to a different building after the circumstances were thoroughly understood.

4. The supervisor of the works is unwilling to overlook the errors and declares that we underestimate their importance.

5. He claims that it would be difficult to overcome the defects at a later period.

6. Please insert a paragraph in your newspaper about the increase in the circulation of this magazine.

7. The soldiers must have misunderstood the instructions about the overloading of the transport, for the superintendent ordered them to unload before sailing.

8. Their friends could not endure the suspense.

9. I believe that you have overestimated the importance of this undertaking.

10. Can you alter this suit for me without any extra charge?

11. On account of the inclement weather we shall have to postpone the game until next Saturday.

12. Under these circumstances the work should be thoroughly supervised, as it is of paramount importance that it be perfect in every respect.

13. The speaker possessed such force and personal magnetism that he easily overwhelmed the striking shipbuilders.

14. The undersigned will undertake to overcome the antipathy which we understand exists between our transportation manager and your Mr. McCurdy.

15. The unparalleled circulation which this magazine has developed must be pleasing to our readers.

16. The dealer tells us that the furniture is antique, but I am inclined to believe that the price quoted is too high.

17. It is said that the extreme length of the magnificent armory is exactly two hundred feet.

18. The workmen claim that they are overworked and underpaid and object to being asked to work overtime without extra pay.

19. When I undertook to overcome the external forces at work, I found there was internal distrust as well.

20. The attempt to suppress the news about the loss of the transport was circumvented.

21. The difficulty with the electric lights was caused by the short circuit.

22. The students asked for an opportunity to try the self-government plan.

23. Mr. MacKenzie reported that the postman displayed unparalleled self-control under the trying circumstances.

24. The superintendent was overbearing in his manner and the men declined to work any longer under his supervision.

25. The superficial enthusiasm of the multitude was short-lived, as was anticipated.

26. The shipowner would not hire the eccentric and superstitious sailors.

27. The clerk overcharged the man who bought the overalls.

28. My friend bought a superfine parasol at McCreery's.

29. Senator McDougall would not enter into any transaction with the candidate for supervisor of public instruction.

30. The signers of the Declaration of Independence were magnanimous men.

31. The new transportation superintendent recommends the con-

struction of underground circuit as being superior to the overhead trolley still in use in some parts of the state.

32. The debate of the Anti-Trust League was intensely interesting to the audience.

LETTER DRILLS

Mr. James McIntosh
Trenton, N. J.

My dear Sir:

Your kind letter of January 15 was received, and I must apologize for the delay in replying, which has been due to an extremely busy month. After fully considering the facts set forth in your letter, I do not believe that your suspicions are maintained by the circumstances of the case or that you have any right to decline to undertake the translation of the book on the terms referred to in the first paragraph of my last letter to you. It is self-evident that if you do not begin the translation of the work before July next, I shall be compelled to place the work in other hands, even if it should be necessary for me to supervise it.

If the demands upon your time will not permit your performing the task, I do not anticipate that you would have any difficulty in securing the services of Dr. MacIntyre, or someone else, to do it for you and under your general supervision. The central idea of the book and its relation to the religious discussions of the day will give to it an unparalleled interest to the public.

Yours very truly,

Messrs. McCabe and McKnight
Clinton, Ill.

Gentlemen:

Referring to our interview with your agent, Mr. Magnus, on the subject of introducing into our works the new self-feeding and self-controlling spool winder, will you kindly send us a detailed report of

the benefits claimed from the use of the patent? It occurred to us that these were magnified at the interview, but we are open to be convinced of the value of your invention and we shall be glad to instruct our manager to give it a trial. If the benefits are so self-evident, we shall adopt the patent.

Is the winder easily disconnected when it has accomplished its purpose, and can the worker become readily adapted to the use of the instrument?

Yours truly,

(Supplementary Dictation, *Gregg Speed Studies*, pages 95–98.)

SIXTEENTH LESSON

96. Page 109, paragraph 125. Joined suffixes:

able	notable	payable	scribble	unquestionably	trouble
ible	audible	humble	laudable	sociable	table
ble	noble	valuable	excitable	tangible	stable
	suitable	thimble	assignable	formidable	scramble
	peaceable	nimble	ramble	unaccountable	nibble
	horrible	readable	attainable	incomparable	desirable
	salable	retainable	terrible	syllable	discernible
	immutable	seasonable	debatable	endurable	obtainable
	eatable	admissible	pliable	traceable	redeemable
	irritable	available	interminable	grumble	honorable
	irritably	admirable	questionable	credible	remarkable

ple	people	sample	couple	rumple	scruple
	ample	simple	example	crumple	disciple

97. Page 109, paragraph 126:

cribe	describe	inscribe	prescribe	conscription
cription	description	inscription	prescription	ascribe
	transcribe	subscribe	proscribe	circumscribe
	transcription	subscription	proscription	circumscription

98. Page 109, paragraph 127:

flect					
flict	afflict	reflect	conflict	inflict	deflect
flection	affliction	reflection	confliction	infliction	deflection
fliction					

99. Page 109, paragraph 128:

ful	thoughtful	useful	glassful	harmful	joyful
	handful	lawful	dreadful	resentful	powerful
	helpful	fearful	skillful	dutiful	pitiful
	bashful	watchful	careful	wrongful	merciful
	awful	wonderful	eventful	grateful	cheerful
	hopeful	successful	forgetful	shameful	fanciful
less	artless	thoughtless	brainless	seedless	stainless
	fearless	matchless	needless	seamless	heedless
	homeless	lifeless	blameless	wireless	friendless
	breathless	painless	sleeveless	sightless	sinless

NOTE: The suffix is written in full after a vowel, or where its use would suggest a different word; as, *formal, formless; tile, tireless; rail, rayless.*

ment	amusement	augment	temperament	sentiment
	judgment	element	announcement	resentment
	advancement	sediment	commencement	compliment
	moment	shipment	indorsement	inducement
	equipment	appointment	ailment	movement
	advertisement	ligament	excitement	firmament
	statement	experiment	achievement	wonderment
	defacement	assessment	payment	discouragement

NOTE: When *ment* is preceded by a vowel, it is often advisable to write the word in full; as, *cement, lament, foment, raiment, comment.*

ness	lateness	meekness	harshness	kindness	vastness
	fullness	fitness	smartness	illness	rashness
	boldness	bareness	fairness	attentiveness	happiness
	littleness	rudeness	quaintness	gruffness	sauciness

NOTES: (a) The suffix is written in full after a vowel, or where its use would suggest a different word; as, *grain, grayness; crown, correctness.*

(b) After wordsigns it is sometimes disjoined to secure a distinctive outline; as, *clear, clearness; like, likeness; light, lightness; near, nearness.*

(c) Form an angle in joining *ness* where the absence of an angle would give the form of a different word; as, *harden, hardness; sadden, sadness; loan, lowness.*

100. Page 110, paragraph 129:

pose	impose	decomposition	propose	dispose
position	imposition	expose	proposition	disposition
	compose	exposition	adipose	disposal
	composition	suppose	depose	repose
	decompose	supposition	deposition	transpose
pute	impute	reputation	depute	dispute
putation	imputation	compute	deputation	disputation
	repute	computation		

101. Page 110, paragraph 130:

pire	aspire	conspire	expire	perspire	vampire
quire	inspire	respire	transpire	empire	umpire
	acquire	inquire	require	esquire	unrequired

102. Page 110, paragraph 131:

quest	bequest	conquest	inquest	requisite	perquisite
quisite					

103. Page 111, paragraph 132:

self	myself	himself	itself	yourselves	themselves
selves	thyself	herself	yourself	ourselves	oneself

104. Page 111, paragraph 133:

sult	result	results	insult	consult	desultory
sume	assume	consume	resume	assumption	resumption

105. Page 111, paragraph 134:

sure	assure	leisure	pressure	erasure	brochure
jure	censure	measure	reassure	fissure	seizure
	injure	perjure	adjure	conjure	abjure

106. Page 111, paragraph 135:

tion	session	collision	dimension	physician	inception
sion (shun)	section	vacation	caption	musician	passion
tient, cient	ancient	efficient	proficient	sentient	proficiency
ciency	patient	deficient	quotient	deficiency	efficiency

107. Page 111, paragraph 136:

worth	Harmsworth	Ainsworth	Ellsworth	Wentworth
worthy	praiseworthy	trustworthy	blameworthy	noteworthy

Compound Joined Suffixes

feebleness	fretfully	hopelessness	measurable
hopefulness	hopefully	fearlessly	immeasurable
suitableness	thoughtfully	heedlessly	requirement
wakefulness	playfully	hopelessly	acquirement
thoughtfulness	heedlessness	impatiently	momentary
playfulness	thoughtlessness	missionary	supplementary
carefully	fearlessness	motionlessness	elementary
carefulness	breathlessness	indescribable	fragmentary

SENTENCE DRILLS

1. The ointment which the doctor prescribed is harmless, although not particularly useful for his ailment.

2. The prescription was carefully filled by the clerk.

3. As they neared their journey's end, they moved more rapidly, and to their amazement the ancient city lay before them.

4. He told me he was inclined to dispute the accuracy of the computations made by the efficient superintendent.

5. I do not see why he should consult me in reference to the matter.

6. In my judgment, the requirements prescribed for entrance to this college are exacting.

7. The announcement of the commencement exercises will be available probably before the list of the deficient pupils is published.

8. The superintendent declined to interview the deputation of striking workmen, as he considered their requests an imposition.

9. Results will unquestionably be satisfactory to all.

10. There was no opposition to this suggestion and the men left in a peaceable mood and hopeful of bringing about a suitable compromise.

11. An efficient clerk must be reliable and trustworthy.

12. From your description I assure you you will have no trouble in securing a suitable tenant for your apartment, as its central location is desirable and the rent is not formidable.

13. The speech at the commencement was an inspiring one to the students.

14. It certainly contained food for reflection.

15. Many of our students have been wonderfully successful in their shorthand work.

16. I ascribe their success to the efficient manner in which they follow the instructions of their teachers.

17. A noteworthy fact is that their notes are so legible they are readable by any other person proficient in this system.

18. Their advancement is remarkable considering the length of time they have devoted to the work.

19. Let me assure you, beginners, that if you presume to attain any great proficiency and success in this system of shorthand, you must remember that much repetition work is requisite.

20. Such a desirable consummation cannot be reached without thoughtful effort on your part.

21. That is the only way in which you can hope to acquire a perfect knowledge of this useful art-science.

22. I assure you, when I have the leisure time, I shall inquire into the merits of the case.

23. In the meantime, I have decided to retain the defective engine until the shipment of a new one is obtainable.

24. The people waited in breathless amazement to hear the description of the terrible conflict between our forces and the enemy.

25. If you do your work efficiently, it should be a simple matter to transcribe your shorthand notes.

26. The goods were damaged during transit and are unsalable.

27. His illness has made him very irritable.

28. The indorsement of the candidate by all the parties showed that he could measure up to the requirements of the position in question.

29. There was a horrible explosion on the excursion boat, in which many people were injured.

30. The investment in the mining experiment turned out to be very profitable.

31. These supplementary sentences will be of immeasurable value to the advanced students.

32. Most of the commercial houses will gladly submit samples of their merchandise upon a written request.

33. To elect him would reflect on the intelligence of the people of this district.

34. It is doubtful if you yourself could have composed a more forceful and convincing oration.

35. We ourselves have suitable material for that purpose which we intend to furnish to the exposition as we have heretofore done on similar occasions.

36. His fearless experiments have unquestionably augmented to a wonderful extent our opportunities for usefulness.

37. We have exposed the restrictions which were so thoughtlessly imposed upon us at that time and which have since retarded our advancement along that line.

38. The impatient temperament of the homeless and friendless child was the cause of her rudeness and pertness.

39. His sadness put an end to our heedless and reckless amusement.

40. Suppose he himself should propose an expedition to the exposition, would it be wise for us to go or should we postpone it until later?

41. I suppose you are aware that such a proposition will meet with persistent opposition from the committee.

42. The most thoughtful of them soon arrived at a decision that the proposed expedition was in its recklessness not worthy of serious consideration.

43. The argument of the opposition to the exposition was clearly stated, but the movement in favor of it was wonderfully active.

44. Owing to the dullness in trade it was not thought seasonable at that time to impose a duty on anything going to that section of the country.

(Supplementary Dictation, *Gregg Speed Studies*, pages 102–105.)

SEVENTEENTH LESSON

108. Page 117, paragraph 137. Disjoined suffixes:

ingly	feelingly	appallingly	accordingly	exceedingly
	knowingly	strikingly	cheeringly	grudgingly
	amazingly	piercingly	becomingly	unwillingly
	enticingly	meaningly	longingly	flatteringly
	willingly	understandingly	obligingly	cunningly
	charmingly	soothingly	admiringly	laughingly
	scoffingly	warningly	correspondingly	smilingly
ington	Washington	Millington	Lexington	Huntington
ingham	Kensington	Warrington	Wellington	Harrington
	Dillingham	Cunningham	Buckingham	Nottingham

109. Page 117, paragraph 138:

bility	ability	nobility	advisability	affability
	feasibility	inability	durability	reliability
	plausibility	sensibility	legibility	respectability
	stability	capability	acceptability	flexibility
	divisibility	credibility	desirability	excitability

ification	specification	classification	pacification
	qualification	mollification	certification
	unification	mortification	versification
	verification	clarification	fortification
	gratification	indemnification	personification
	signification	identification	purification

NOTE: After *t* and *d*, *ification* may be joined, as the absence of the blend shows *f* to be a suffix; as in *modification, notification, edification, ratification.*

gram	monogram	lettergram	phraseogram	cablegram	anagram
grim	telegram	diagram	epigram	pilgrim	program

mental	experimental	regimental	monumental	temperamental
	fundamental	ornamental	elemental	rudimental

ship	friendship	partnership	fellowship	kinship
	workmanship	clerkship	township	penmanship
	hardship	steamship	ladyship	guardianship
	authorship	airship	lordship	leadership
	ownership	horsemanship	co-partnership	censorship
	warship	scholarship	apprenticeship	championship

NOTE: In many words *ship* may be joined; as in *friendship, hardship.*

110. Page 118, paragraph 139:

hood	childhood	boyhood	hardihood	neighborhood	knighthood
	likelihood	girlhood	motherhood	livelihood	sisterhood
	womanhood	manhood	brotherhood	statehood	priesthood

ward	homeward	onward	northward	eastward	wayward
	downward	shoreward	southward	westward	heavenward

NOTE: In many words *ward* may be joined; as in *forward, towards, backward.*

111. Page 118, paragraph 140:

acle	medical	logical	icicle	spectacle	ethical
ical	classical	illogical	graphical	barnacle	magical
icle	chronicle	physical	radical	tabernacle	nautical
	musical	particle	technical	mechanical	bicycle
	article	psychical	comical	surgical	cynical
	farcical	tentacle	cuticle	oracle	chemical
	clerical	tropical	spherical	vehicle	periodical

112. Page 118, paragraph 141:

itis	appendicitis	meningitis	tonsillitis	peritonitis	gastritis

113. Page 118, paragraph 142:

ulate	modulate	stimulation	manipulate	ejaculate
	modulated	stimulated	manipulator	expostulate
	insulate	stimulative	manipulation	regulate
	insulated	speculate	populate	regulated
	insulator	speculated	populated	regulator
	insulation	speculator	population	regulation
	formulate	speculation	articulate	matriculate
	formulated	speculative	articulation	matriculated
	emulate	stipulate	inarticulate	perambulate
	emulative	stipulated	granulate	accumulate
	emulation	stipulation	adulate	accumulation

SENTENCE DRILLS

1. The local periodical printed an article which fearlessly exposed the stock manipulations.

2. It showed that a partnership existed between some of the clerical help at Kensington and the clerks in a local office.

3. The identification of the sender of the telegrams has been made.

4. The radical section of the convention formulated a program of action that was not willingly indorsed by the entire population.

5. I doubt the advisability of any modification of the plans as stipulated in the specifications submitted to us.

6. The insurance commissioner stipulated that the fire underwriters demand that all the electric wires on the premises be properly insulated and that the performance of the work be superintended by a member of the firm awarded the contract.

7. This will guarantee a proper adjustment of the insulation.

8. They are only waiting for a ratification of the contract.

9. It is a gratification to all teachers to receive neat specimens of penmanship from pupils.

10. An asset valuable to a student is the ability to do any form of tabulating.

11. Some trustworthy man like Mr. Harrington from Birmingham should inquire into the qualifications of all the candidates.

12. The notification from the chairman of the committee has been forwarded.

13. The population in this neighborhood has increased in the past ten years.

14. Most of the warships are equipped with airships which are used in locating enemy submarines.

15. The periodical contains an interesting chronicle of the achievements of medical science.

16. The student earns his livelihood by contributing articles on psychical research to this periodical.

17. You must have a card of identification before you can enter any steamship anchored in the neighborhood of the fortifications.

18. Many of the aliens have expostulated against this regulation.

19. I do not doubt his ability to move onward and progress, but I question the feasibility and possibility of the plan for self-improvement.

20. There is little likelihood of the partnership being dissolved.

21. The good news of the victory of our airships over those of the enemy had a magical effect on the population.

22. As a result it stimulated the sale of the new bonds and the subscription was correspondingly large.

23. Mr. Huntington had a slight attack of appendicitis.

24. The government's experimental station was exceedingly helpful to the inventors of nautical appliances.

25. The advisability of a modification of the classical course at this school was discussed at the meeting of the trustees.

26. There is a probability that a new curriculum will be formulated so as to stimulate scholarship.

27. When the steamship arrives at Kensington, Mr. Cunningham will send a cablegram after its censorship by the government.

(Supplementary Dictation, *Gregg Speed Studies*, pages 108–112.)

EIGHTEENTH LESSON

114. Page 123, paragraph 143. Disjoined suffixes (continued).

The following suffixes may be used with or without a preceding vowel:

rity	popularity	minority	regularity	disparity	integrity
	prosperity	singularity	irregularity	priority	charity
	maturity	angularity	familiarity	authority	seniority
	immaturity	solidarity	similarity	security	severity
	posterity	hilarity	sincerity	asperity	celebrity
	majority	celerity	temerity	futurity	alacrity
lity	brutality	agility	humility	mortality	personality
	utility	rascality	formality	versatility	individuality
	futility	locality	technicality	partiality	legality
	fatality	punctuality	vitality	facility	hostility
	nationality	criminality	fidelity	garrulity	rationality
	frivolity	frugality	morality	incredulity	originality
city	tenacity	audacity	vivacity	elasticity	rapacity
	capacity	felicity	pomposity	simplicity	ferocity
	incapacity	mendacity	complicity	sagacity	velocity
	veracity	publicity	opacity	precocity	animosity
	duplicity	loquacity	authenticity	obesity	atrocity
vity	depravity	captivity	nativity	gravity	brevity
	passivity	activity	acclivity	levity	productivity
nity	trinity	divinity	impunity	serenity	dignity
	vicinity	indignity	femininity	urbanity	vanity
	solemnity	affinity	humanity	Christianity	immunity

mity	extremity	equanimity	sublimity	uniformity	unanimity
	calamity	proximity	magnanimity	conformity	infirmity

NOTE: In words ending with *ernity*, the reversed circle is used to express *er* before the suffix sign; as, *fraternity*, *eternity*, *taciturnity*.

115. Page 124, paragraph 144:

stic	elastic	scholastic	ecclesiastic	plastic	acoustic
	atheistic	artistic	drastic	pessimistic	rustic
	majestic	domestic	characteristic	agnostic	acrostic
	journalistic	sarcastic	statistics	fantastic	optimistic

116. Page 124, paragraph 145:

tic	politic	emphatic	dogmatic	theoretically
tical	politics	emphatically	phonetic	athletic
	political	poetic	lymphatic	dramatic
	energetic	critical	fanatic	apologetic
	energetically	critically	fanatical	rheumatic
	systematic	grammatical	despotic	prophetic
	systematical	alphabetically	static	pneumatic

117. Page 124, paragraph 146:

ntic	gigantic	pedantically	frantically	romantic	authentic
	pedantic	frantic	Atlantic	romantically	authentically

118. Page 125, paragraph 147:

egraph telegraph telegrapher telegraphic telegraphy telegraphed

119. Page 125, paragraph 148. In most words the endings may be joined:

ograph	lithograph	photographic	stenographer	topographic
	lithographed	phonograph	stenographic	biography
	lithography	phonographic	autograph	biographer
	lithographer	phonographer	autographed	geography
	photograph	phonography	autographic	hectograph
	photographer	stenography	topography	mimeograph

120. Page 125, paragraph 149. Add *e* to express *logically;* *s* to express *logist;* *n* to express *logian.*

logy	analogy	physiology	ornithology	mythology
logical	analogically	physiologically	phrenology	philology
	geology	pathology	phrenologist	apology
	geologist	pathologist	chronological	sociology
	theologist	genealogically	tautology	sociologist
	theologian	psychological	entomology	etymology
	biology	biologist	entomologist	astrology

SENTENCE DRILLS

1. Many of our local political parties advocate the ownership by the municipality of all public utilities.

2. Success and prosperity will attend your efforts, if you pursue the study of this system of stenography energetically.

3. Tenacity of purpose and daily systematic drill are essential.

4. A mental photograph of the outline of every word heard will tend to make the recording of these words almost automatic.

5. To become an expert and efficient stenographer your memory must be trained to retain a great many words while writing others.

6. The popularity of this system of stenography is largely due to its simplicity and legibility.

7. An artistic skill in writing and a thorough understanding of the technical details will be a gratification to the student as well as to his teacher.

8. An acquaintance with the mimeograph and hectograph is required in every business office.

9. The student should have a thorough familiarity with the numerical, chronological, geographical, and alphabetical systems of filing correspondence.

10. Several highly artistic and authentic photographs of Washington were recently found in the vicinity of the town of his nativity.

11. The experience of the eminent psychologist enabled him to

speak with authority and his evident sincerity gave his opinions added weight.

12. He was a person of literary ability.

13. The majority of the readers of this geographical periodical liked the journalistic style of the article on the topography of the Atlantic coast.

14. The failure of the bank was a calamity, for the majority of those who lost all their savings were poor persons.

15. The statistics contained in this book were systematically arranged and their authenticity was not doubted in the least.

16. The telegrapher made several frantic but futile attempts to stop the train.

17. The legality of a contract is immediately questioned if one of the parties disregards any of its clauses.

18. In fact, the contract becomes automatically canceled.

19. The science of philology includes etymology, grammar, and literary history.

20. His appointment to the office was a reward for his fidelity to the interests of his political party.

21. The photographer owes his prosperity to the popularity of artistic photography in this vicinity.

22. We will furnish you a mimeographed list of these biographies.

23. The classification of the ecclesiastic chronicles was systematic, but not always authentic.

24. I will show you by a diagram that the sentence is not grammatical in construction.

25. For a slight extra charge you may have an automatic stop put on your phonograph.

26. The brevity of the speech given by the professor of psychology pleased the audience.

27. Because of his immaturity I question his ability to act in the capacity of athletic director.

28. He is regarded as a man of considerable originality.

(Supplementary Dictation, *Gregg Speed Studies*, pages 115–119.)

NINETEENTH LESSON

121. Page 130, paragraph 150. Advanced phrase writing. Omission of words:

in order (to) be
in order (to) be able
in order (to) write me
in addition (to) this
in such (a) cause
in such (a) way
in such (a) case
in such (a) condition
in such (a) state
in (the) usual manner
in (the) near future
in (the) hope that
in (the) first instance
for (a) considerable time
for (a) minute
for (a) moment
as (a) matter (of) law
as (a) matter (of) form
I am (of the) opinion
bill (of) exchange
I would like (to) see
I would like (to) be
I may be able (to) say
in answer (to the) question
in answer (to) your letter
free (of) charge
none (of) them
none (of) these
none (of) those
ought (to) do
ought (to) have been
what is (your) name
what is (your) name (and) business
two (or) three
three (or) four
every day (or) two
in (a) day (or) two
in (a) week (or) two
on (the) matter
in (the) meantime
in (the) course of time
for (the) first time
on (the) subject
men (and) women
all there is (to) say
expecting (to) hear from you
on (the) whole
up (to) date
out (of) town
out (of the) city

122. Page 131, paragraph 151. Intersection:

School Board
Missouri Pacific
freight train
passenger train
local train
local freight
local freight train
local passenger train

123. Page 132, paragraph 152. Indication of *ing:*

doing (the, his, your, their, this)
giving (the, their, your, us)
knowing (the, their, this)
having (the, their, your)
wishing that
assuring you
asking you
advising you
finding this
hearing this
writing you
mailing your
working and
coming and
seeing this
considering this
writing this
causing us
accepting this
arranging this
selling this
receiving that

124. Page 133, paragraph 153. Modification of word-forms:

Sunday morning
Monday morning
Tuesday morning
Wednesday morning
Thursday morning
Friday morning
Saturday morning
this morning
next morning
yesterday morning
tomorrow morning
Sunday night
Monday night
Tuesday night
Wednesday night
Thursday night
Friday night
Saturday night

every week
last (of) this week
every week or two
in (a) few days
few moments ago
several weeks ago
some time ago
many days ago
two (or) three months ago
week (or) two ago
with (the) least possible delay
as many as possible
as low as possible
early information
on account of those
on account of many
on account of these
on account of the way
on this account
this account
I thank you for
I thank you for your attention
I thank you for your kind attention
I wish to thank you
we thank you for (same words)
this order
we thank you for your order
shorthand department
commercial department
sales department
collection department
finance department
claim department

I am sorry (to hear, say, learn, report)
we are sorry (to hear, say, learn, report)
I am very sorry (to hear, say, learn, report)
you will be sorry (to hear, say, learn, report)
by next mail
of course they are
of course they will
we are aware of the fact
you may be sure that
you will be sure that
please let us know
at (the) present minute
Madison Avenue
First Avenue
Third Avenue
Lexington Avenue
water company
packing company
gas company
furniture company
public company
tell us
let us
give us
householder
officeholder
landholder
bondholder
penholder
copyholder

125. *Than* is represented by *n;* as, *rather than, greater than, larger than, longer than, better than, sooner than, worse than.*

126. *Attention* phrases:

all my attention
your kind attention
your careful attention
immediate attention
careful attention
special (sp) attention
prompt (p) attention
personal attention
earliest attention
early attention

127. Phrases used in business correspondence:

I wish to call your attention
all day long
for some time to come
I will ask that
I have not been able
it will be necessary
at all times
call your attention to the matter
will be done
they are
they will be
they are likely
for the past month
for the past week or two
for example
to himself
so far as I know
we told you
we told him
I told him
it is said
has been decided
please let me hear from you
I wish you would
on my part
if you care (to) consider
up (to the) present time
ten years ago
would have to pay
I am in a position
if you can make us
we have your letter of recent date
and will have to be
to explain
they would prefer
in your line
in your work
if you give us
I am sure you will be able
kindly reply at once
if we receive
we are very sorry to know

it is certain
it was said
it was certain
kindly let us hear from you
kindly let us know
will you kindly inform us
will you please advise
in every way
if you have any other
if you have received
if you will advise us
in any event
which seems to be
I remain yours truly
we remain yours very truly
we remain respectfully
very glad to receive
which we sent you
we desire to thank you
should be delighted
when this is the case
on account of this delay
so long as
we took up
entirely satisfactory
we want to know
if you will send us
in the usual way
we realize
now is the time
which might be
we have asked
we send you today
your immediate attention
we take this means
kindly give me
we should expect
personal knowledge
would be glad to see
for some time past
we take pleasure
has been doing his
so far as we can tell
we have done
what was done
what has been done
to be done
we have not yet
we have not heard
we have had
will you be kind enough
your order will receive
unnecessary delay
if it would be possible
we trust you will be
give this matter
your careful consideration
earnest consideration
I would not advise you
for any length of time
so long past due
somehow or other

SENTENCE DRILLS

1. Mr. Jones called upon us a day or two ago before going on to Boston in order to prepare for the next year's convention.

2. The whole matter will be definitely arranged at an early date to the satisfaction of all concerned.

3. You may be sure that we shall give you a report on the matter by return mail.

4. There have been so many people coming in all day long for different reasons.

5. By the way, we desire to call your attention to the arrangements recently made with the bondholders, which you will find clearly explained in the inclosed letter.

6. You should investigate the matter thoroughly in order to be able to give an intelligent opinion before the Chamber of Commerce.

7. So far as I know no definite understanding has been reached between the government and the stockholders, but I have no doubt that something will be done in the near future.

8. Can you furnish us with any information about the course they are likely to take in the matter?

9. We understand that the negotiations have been going on for the past week or two.

10. I would like to have a full report of the meeting of the policyholders in order to prepare an article on the subject for the Associated Press.

11. Up to the time named there had been little or no work done, but you may be sure that the work will be done in a first-class manner within the next month.

12. Kindly let us know when we may expect to hear from you definitely about the special discounts for the term of payment.

13. Sooner or later something definite will have to be done about this matter and I should like to have you write me at once as to what you advise.

14. It is only a question of time before this new material will be put on the market.

15. Up to this time I have given little or no thought to the matter mentioned in your letter, but I am planning to go into it fully in a week or two.

16. It is said that the Union Pacific and Baltimore & Ohio will favor a change in the tariff on such shipments, but that the New York Central and the Michigan Central decline to consider any alteration.

17. The general manager instructed the stenographer to inclose copies of the order blank and of the price list.

18. I wish to call your attention to the date of the next meeting of the Board of Education.

19. In order to prepare for the questions which we are sure to receive from many of the teachers, I will ask you to write me fully and to word your letter in such a way that I may quote it in answering the letters on the subject.

20. There is little or nothing to be said in the matter at this time.

21. Kindly inform us with the least possible delay whether the shipment of the goods by local freight is satisfactory to you.

22. Please let us hear from you in reference to the matter at your early convenience.

23. I am sure you will be pleased with the way we have handled this account.

24. It is absolutely necessary that the date for the meeting of the Boards of Managers of the different railroads be set definitely within the next week.

25. The meetings will be held regularly the first Monday of each month.

26. I suppose you are aware of the fact that the merchants have been getting very poor service for the past month.

27. We are sorry to learn from your letter that you cannot send us anything on your bill this month.

28. Please see that a bank draft for this account in full is mailed to us in three or four days.

29. Kindly let us know at once what you decide to do.

30. The order blank must be signed by the Assistant General Manager before the goods are shipped.

31. We received your price list by today's mail.

32. The letter about the service received from the express company has been referred to our legal department.

33. I expect to see you in the city during the next month.

34. I wish to call your attention to the recent claims about which little or nothing has been done.

35. We are very sorry to be put in the position of fault finders, but we must insist on your early reply.

36. We took up the matter some weeks ago and expected to have it settled at the earliest possible moment.

37. The stockholders in the insurance company do not expect to pay any assessments this year.

38. Though we have written you over and over again, we are very sorry to say that at the present moment nothing has been received from you.

39. As we have told you again and again, this order was delayed on account of the poor shipping facilities.

40. We hope that you appreciate the necessity of having your decision at as early a date as possible.

(Supplementary Dictation, *Gregg Speed Studies*, pages 123–127.)

TWENTIETH LESSON

128. Pages 140, 141, 142. The list of states, territories, and principal cities, together with the joined and disjoined terminations in writing names of cities, is exhaustive enough in the *Manual* to afford adequate drill.

129. Page 144, paragraph 160. When the distinctive appearance of the primitive word-form can be preserved, it is allowable to join to form derivatives; otherwise, disjoin.

Joined

favorable	questionable	allowable	respectable	deliverance
careless	acceptable	changeable	regrettable	allowance
nameless	accountable	receivable	likened	avoidance
answerable	agreeable	collectible	collective	spiritless

Disjoined

creditable	appointable	correspondent	corrective	clearance
mailable	avoidable	gladdened	progressive	adherence
movable	governable	objective	appointive	clearness
considerable	chargeable	respective	directive	likeness
claimable	usable	illustrative	considerate	nearness
likable	claimant	successive	favorite	lightness

130. Page 145, paragraph 165. The termination *gency:*

agency	contingency	urgency	astringency	stringency
exigency	emergency	cogency	regency	pungency

131. Page 146, paragraph 166. The termination *sive:*

expansive	extensive	oppressive	impressive	adhesive
expensive	defensive	massive	compressive	explosive
offensive	intensive	comprehensive	corrosive	missive

VOCABULARY DRILL

By Samuel Hoffman

MOUNT MORRIS JUNIOR HIGH SCHOOL, NEW YORK CITY

In the United States of America there has been brought into juxtaposition among us an unusual variety of races. Through the laboratory of the social crucible, a partial amalgamation has been effected. This conspicuous accommodation to the new situation has been designated by a versatile cosmopolitan author in one of his productions by the specific title of "The Melting Pot."

For the duration of the preceding century and not casually during the present generation, one ship after another from every quarter carried without accident a constant, steady stream of passengers who were thankful to behold our benevolent shores where the hitherto persecuted subaltern might gain civil equality and count upon our cordial sympathy for the struggle that he had made against a dangerous, degenerate rule from which he could apprehend nothing but disadvantage and disaster for himself.

This was the one glorious land in the universe where he could practically inherit the glory and luxury of this enormous country by volunteering to make application to come under the jurisdiction of its benignant, democratic people and its flag of forty-eight stars and thirteen horizontal red and white bars, a testimonial and authoritative messenger of our western civilization.

The property of our ignorant immigrant was then contained in a handkerchief parcel. Upon his introduction to the church congregation his casual remarks appeared to be incoherent and incomprehensible. He was anxious to engage in his vocation in a warehouse for various employers.

Every evening, regardless of the temperature registered by the thermometer, the schoolhouse became his headquarters. By perse-

vering, earnest study of our curious hieroglyphics his cloud of ignorance of the English vocabulary evaporated, so that he now could compose in manuscript form with proper punctuation a brilliant prospectus to develop and to husband our abundant resources.

The dividend for his indefatigable zeal was the inclosure discovered in his pay envelope to remunerate him as an approximate equivalent for his indispensable services. This will illustrate how America is the land of opportunity for comparatively all who amalgamate with us, who coincide with our views, and who reciprocate by becoming United States citizens really attached to our institutions and who desire modern doctrines to prevail by reason of their own self-cultivation, support, and annual vote on election day.

On that date occurs what may amount to a tranquil revolution. Every delegate chosen for our legislature intends to approve any legislative measure or economical expedient that dissatisfaction with conditions may warrant and to the legislator has the appearance of being consonant with the voters' civil verdict. He performs his righteous duty and is obedient so to legislate as to fulfill his part of the covenant with his electors by appropriate legislation.

It would be a demoralizing practice for an arbitrary executive or administrator to thwart the people's wish. If he should refuse to show his approval or should he revolutionize parliamentary procedure and institute unpopular, wholesale reforms instead, and deceive every assemblage or delegation, the public would not look with resignation upon the logic of such a course. His downfall would be almost instantaneous. No democrat would display such stupidity, nor provoke the people by trying to execute orders that are repugnant to them.

To check the unavoidable danger to health resulting from exorbitant, disproportionate prices for rent, flour, etc., laws which we specify as anti-profiteering bills were put into operation in 1920 by the New York legislature. It is the duty of the Secretary of State to promulgate these laws.

When litigation follows the complaint of a tenant versus landlord,

an attorney may prosecute for the misdemeanor of overcharging, or, likewise, for negligence to comply with the necessary obligation to give an adequate heat supply.

The authenticity of the signature to an affidavit by an absent deponent, corroborating the statements of the plaintiff, was proved; but the defendant proceeded to strengthen his testimony by proving conclusively the default of his bankrupt tenant to pay the rent for the apartment on the boulevard, at the address mentioned. The plaintiff then withdrew the case, offering his attorney Liberty bond coupons in payment for his services.

The architect could not qualify as an expert automobile salesman, but he could quote accurately the catalogue prices of iron, cabinet wood, and other building materials.

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